



**HOLMES**  
**COMMUNITY COLLEGE DISTRICT**  
**1989-1990 Bulletin**

Please direct all correspondence concerning the following to the officers indicated:

ADMISSIONS - Director of Admissions and Records, Holmes Community College, Goodman, MS 39079. Telephone: 472-2312.

DORMITORY ACCOMMODATIONS - (Goodman Campus Only)  
Dean of Students, Holmes Community College, Goodman, MS 39079.  
Telephone: 472-2312.

FINANCIAL AID - Director of Financial Aid, Holmes Community College, Goodman, MS 39079. Telephone: 472-2312.

KOSCIUSKO SKILL CENTER - P.O. Box 284, Kosciusko, MS 39090.  
Telephone: 289-6542.

GRENADA CENTER - Holmes Community College, Grenada Center, 1060 Avent Drive, Grenada, MS 38901. Telephone: 226-0830.

RIDGELAND CAMPUS - Holmes Community College, Ridgeland Campus, 412 W. Ridgeland Ave., Ridgeland, MS 39157. Telephone: 856-5400.

EVENING CLASSES, SUMMER SCHOOL, VOCATIONAL-TECHNICAL PROGRAMS - Contact the campus you wish to attend.

The information contained herein is official as of November 1, 1987. The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other charges, curricula and course offerings.

Holmes Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, national origin, or handicap (unless job-related).

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Vo. 64

1989

No. 1

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# **BULLETIN**

## **HOLMES COMMUNITY COLLEGE**

**Seventy-Eighth Session  
Begins Monday, August 21, 1989**

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*Education is Training For Complete Living*

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## ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education  
Southern Association of Colleges and Secondary Schools  
Mississippi Junior College Literary and Athletic Association  
American Association of Community and Junior Colleges  
Mississippi Association of Colleges

## BOARD OF TRUSTEES

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Henry B. McClellan, Jr., Secretary (Non-Board Member) .....	Goodman
A. A. Derrick, Jr. ....	Durant
Egbert J. Hines, Jr. ....	Tchula
William Dean, Jr. ....	Lexington
Jacob McClain.....	Lexington
Walter Roberts .....	Lexington
Charles Donald .....	Goodman
W. Godfrey Campbell .....	Carrollton
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Dewitte Belk .....	Kosciusko
James Edwards.....	Kosciusko
Joe Roger Moore .....	Winona
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Ty Cobb.....	Ackerman
Melvin Ray .....	Canton
Ernest Adcock .....	Ridgeland
Jimmy W. Powell .....	Walthall
Hugh Gibson .....	Eupora
Margie E. Vaughan .....	Yazoo City

## BOARDS OF SUPERVISORS 1989

### ATTALA COUNTY

Emmett McCrory, Jr.  
Troy Hodges  
Jesse J. Fleming  
Wade Shumaker  
Charles Nowell

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Lloyd D. Ashmore  
Marvin Coward  
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### CHOCTAW COUNTY

Mike King  
William W. Murphy  
Paul W. Henson  
Freddie J. King  
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Jimmy D. Beck  
Homer Dale Trussell  
Christopher C. Hankins  
Steven T. Ross  
Fred Carver

### HOLMES COUNTY

Rodalton Hart  
William Green  
Danny Gnemi  
James R. Johnson  
Odell Hampton

### MADISON COUNTY

J. S. Harris, Jr.  
David H. Richardson  
Karl M. Banks  
J. L. McCullough

### MONTGOMERY COUNTY

Jerry Pyron  
Douglas Mills  
Lindsey Roberts, Jr.  
Lenis Pearson  
Benson Branch

### WEBSTER COUNTY

Russell S. Turner  
J. A. Knight  
Lynn Lamb  
Larry E. Crowley  
H. Scott Harrington

### YAZOO COUNTY

Sam S. Fisher  
Herman Leach  
Bobby Ray Ragland  
A. B. Hogue  
Cobie Collins

## CALENDAR 1989-90

### SUMMER 1989

May 29	Memorial Day Holiday
July 3 & 4	Independence Day Holiday
June 5 - July 7	First Term
July 10 - August 10	Second Term

### FALL 1989

August 17, 18	Faculty meeting
August 20 (3:00 p.m.)	Dormitories open
August 21 & 22 (8:00 a.m.)	Orientation and Registration
August 23 (8:00 a.m.)	Classes begin
August 29	Last day for registration and adding courses
September 4	Labor Day Holiday
October 13	Mid-Semester grades due
October 23	Last day for dropping a course without receiving a grade
November 22-24	Thanksgiving Holidays
December 12-15	Final Examinations
December 12 (8:00 a.m.)	Graduating sophomore grades due
December 16 (8:00 a.m.)	Final grades due

### SPRING 1990

January 8-9	Orientation and Registration
January 10	Classes begin
January 16	Last day for registration and adding courses
March 2	Mid-Semester grades due
March 12-16	Spring Holidays
March 19	Last day for dropping a course without receiving a grade
May 7-10	Final Examinations
May 7 (8:00 a.m.)	Graduating sophomore grades due
May 11 (8:00 a.m.)	Final grades due
May 13 (3:00 p.m.)	Graduation

# 1989

January 1989	February 1989	March 1989	April 1989
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May 1989	June 1989	July 1989	August 1989
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September 1989	October 1989	November 1989	December 1989
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

# 1990

January	February	March	April
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May	June	July	August
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September	October	November	December
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## OFFICERS OF ADMINISTRATION

### DISTRICT OFFICES

Dr. Starkey A. Morgan, Sr.	President
Henry B. McClellan, Jr.	Executive Vice-President for Financial, Administrative, and Student Services
Robert E. Irby, Jr.	Vice-President for Instructional Services and Vocational-Technical Coordinator
Richard Newton	Academic Coordinator
Danny O'da Williams	Coordinator of Student Services
Dr. Thomas L. Davis, Jr.	Director of Institutional Research and Planning
Gene Richardson	Director of Admissions & Records
Wirt Hayes	Director of Financial Aid
Quinby Morgan	Director of Purchasing and Receiving
Dale Lewis	Coordinator of Industrial Services

### GOODMAN CAMPUS

Dr. Thomas L. Davis, Jr.	Vice-President
Richard Newton	Academic Dean
Charles Shaw	Director of Vocational-Technical Education
Danny O'da Williams	Dean of Student Services
Dwight Myrick	Assistant Director of Vocational-Technical Education

### GRENADA CENTER

Jack Holmes	Executive Director
Bonita Cross	Director of Associate Degree Nursing

### RIDGELAND CAMPUS

Joe A. Adams	Vice-President
Paul Byars	Director of Vocational-Technical Education
Margaret Johnson	Assistant Director of Vocational- Technical Education
Earl Sisco	Director of Continuing Education & Community Service

### KOSCIUSKO SKILL CENTER

David Jones	Director & JTPA Supervisor
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# PROFESSIONAL STAFF

Kay Boggan	Technical Librarian, Goodman Campus B.S., University of Southern Mississippi Additional Study: University of Mississippi, Mississippi State University
Eloise Burden	Assistant to Business Manager Holmes Junior College Additional Study: IBM (Jackson, Mississippi)
Steve Caldwell	Director of Computer Services/Records A.A.S., Holmes Junior College Additional Study: Delta State University IBM (Houston, Texas), Sperry-Univac (Houston, Texas; Atlanta, Georgia)
Eugenia Collins	District Librarian B.S., Mississippi State University M.Ed., Mississippi State University Additional Study: University of Mississippi
Glarry C. Dickey	Counselor, Career Skills Coordinator, Goodman Campus B.S., Delta State University M.Ed., Delta State University
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M.Ed., Mississippi State University	
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M.Ed., Auburn University	
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A.A., Holmes Junior College	
B.S.E., Delta State University	
M.L.S., University of Mississippi	
Gale Sheppard	Director, Student Activities Sponsor, Cheerleaders Advisor, Yearbook
B.S.Ed., Delta State University	
Robert Spight	Counselor, Kosciusko Skill Center
B.S., Mississippi Valley State University	
M.A., Mississippi State University	
Additional Study: Mississippi State University	
Sue Ellen Stubbs	Assistant to Academic Dean and Veteran's Programs, Goodman Campus
A.A., Holmes Junior College	
James G. Williams	Director of Public Information
B.S., Mississippi State University	
M.A.T., Mississippi State University	
Additional Study: Mississippi State University	
Vicki Williams	Technical Librarian, Goodman Campus
B.S., Mississippi University for Women	
M.A., University of Mississippi	
Additional Study: Mississippi State University	
Emily P. Young	Executive Secretary
Holmes Junior College	

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B.S., University of Southern Mississippi	
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Mississippi State University	
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M.A., Louisiana State University  
Ed.S., Mississippi State University  
Ph.D., Mississippi State University

History, Goodman Campus

Deborah Chandler  
A.D.N., Hinds Junior College

Practical Nursing, Goodman Campus

Linda Chapman  
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Mississippi State University

Business & Office Technology,  
Ridgeland Campus

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Computer Technology, Goodman Campus  
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French, German, and Organ;  
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La Sorbonne, Goethe Institute-Blaubeuren

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Additional Study: Mississippi State University,	
Jackson State University	
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Additional Study: C.N.A., American Nurses Association,	
A.C.L.F., American Heart Association,	
New York State University	
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B.S., Mississippi State University	
M.Ed., University of Mississippi	
Ed.S., University of Mississippi	
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B.S., University of Arkansas	
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B.A., University of Mississippi M.S., University of Mississippi Additional Study: University of Mississippi Law School, Jackson State University, Harvard University, Hebrew University, Jerusalem, Israel	

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B.A., Millsaps College	
M.Ed., Delta State University	
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Mississippi State University, University of Southern	
Mississippi, Mississippi Valley State University,	
U.S. Air Force	
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Additional Study: Hinds Junior College,	
Jackson State University,	
Mississippi State University,	
Wood Junior College	
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B.A., University of North Carolina	
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M.Ed., Mississippi State University	
Additional Study: Mississippi State University, University of Southern Mississippi, University of Mississippi	
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A.A.S., Holmes Junior College	
Additional Study: Mississippi State University, Jackson State University, University of Southern Mississippi	
William Oakes	Truck Driving, Goodman Campus
Carol Olson	Associate Degree Nursing, Grenada Center
Donna H. Orr	Business Administration, Ridgeland Campus
B.A., Delta State University	
M.B.A., Delta State University	
Edmond A. Orr, Jr.	Mathematics, Ridgeland Campus
B.S., University of Southern Mississippi	
B.S., Mississippi State University	
M.S., University of Southern Mississippi	

Tina Pierce	Practical Nursing, Canton
A.D.N., Hinds Junior College	Social Science, Goodman Campus
Billie Joyce Pool	Head Football Coach, Goodman Campus
B.S., University of Mississippi	
M.Ed., Delta State University	
Robert Pool	English, Goodman Campus
B.S., University of Mississippi	
M.Ed., University of Mississippi	
Sue Power	Single Parent/Displaced Homemaker Program
B.S., Mississippi University for Women	
M.A., Mississippi State University	
Additional Study: Mississippi State University, University of Mississippi	
Janice Richardson	Automotive Mechanics, Goodman Campus
B.S., Mississippi State University	
M.Ed., Mississippi College	
Additional Study: University of Southern Mississippi, Mississippi State University	
Jimmy Rigby	Mathematics, Goodman Campus
General Motors Training School	
Mississippi State University	
University of Southern Mississippi	
Automotive Training Institute	
Wesley David Rule	Chemistry, Goodman Campus
A.A., Holmes Junior College	
B.S., Mississippi State University	
M.Ed., Mississippi State University	
Additional Study: Mississippi State University	
Ray Rutledge	Industrial Maintenance, Kosciusko Skill Center
B.S., Mississippi State University	
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B.A., Mississippi State University	
M.S., University of Tennessee	
Additional Study: University of Alabama	
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A.A., Miss. Delta Junior College	
B.S., University of Mississippi	
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B.S., University of Southern Mississippi	
Additional Study: Jackson State University	
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A.A., Holmes Jr. College	
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M.M.Ed., Mississippi State University	
Richard A. Sims	Zoology, Goodman Campus
B.S., Mississippi State University	
M.S., Mississippi State University	
Diane Stoddard	Mathematics, Ridgeland Campus
A.A., Southwest Junior College	
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B.S., University of Southern Mississippi	
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Holmes Junior College	
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Donald Tucker	Truck Driving, Goodman Campus
Roy G. Tyler	Automotive Mechanics, Goodman Campus Mississippi State University
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Joe David White	Biological Science, Ridgeland Campus A.A., Holmes Junior College B.S., University of Mississippi M.Ed., University of Mississippi
Julia Williams	Reading, Goodman Campus B.S., Mississippi University for Women M.Ed., Mississippi State University Additional Study: Mississippi University for Women, Mississippi State University
Lynn Wright	Cooperative Education, Fashion Merchandising, Ridgeland Campus A.A., Holmes Junior College B.S., Mississippi State University M.Ed., Mississippi College Additional Study: University of Southern Mississippi, Memphis State University, Mississippi College
Patty Younger	Speech, Ridgeland Campus B.A., Mississippi State University M.Ed., University of Mississippi Additional Study: University of Southern Mississippi

## NON-INSTRUCTIONAL STAFF

Norlena Austin	Secretary, Public Relations, District Office
Pearl Booth	Assistant Maintenance Engineer, Goodman Campus
Elaine Boyle	Secretary, Grenada Center
Jean Carlisle	Secretary, Ridgeland Campus
Patty Cauthen	Campus Security Officer, Goodman Campus
David Comfort	Asst. Director of Maintenance, Ridgeland Campus
Sandra Cook	Secretary, Library, Goodman Campus
John L. Crayton	Campus Security Officer, Goodman Campus
Sherry Dallas	Secretary, District Business Office
Arthur Derrick	Aide, KSC
Eva Dickerson	Secretary, Admissions & Records Office
Pamela Diebold	Secretary, Purchasing & Receiving
Robert Farmer	Campus Security Officer, Goodman Campus
George Floyd	Mechanic, Vehicle Shop, Goodman Campus
Betty Green	Secretary, District Business Office
Wautana Green	Dormitory Hostess, Grenada Hall, Goodman Campus
Janice Hammock	Dormitory Hostess, Yazoo Hall, Goodman Campus
Virginia Hathcock	Secretary, Financial Aid Office
Lander Hemphill	Trainer, Maintenance, Goodman Campus
Laurissa Henderson	Secretary, Business Office, Ridgeland Campus
William Herron	Assistant Maintenance Engineer, Goodman Campus
Virgil Ingold	Campus Security Officer, Goodman Campus
Marsha Jordan	Secretary, Records Office, Goodman Campus
Gladys Lewis	Aide, KSC, Goodman Campus
Sheri Marie Lewis	Aide, KSC
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Martha Norris	Receptionist/Switchboard Operator, Ridgeland Campus
Rosemarie Poynor	Aide, Grenada Center
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H. H. Spell	Assit. Maintenance Engineer, Goodman Campus
W. G. Taylor	Chief Maintenance Engineer, Goodman Campus
Aline Thorne	Secretary, Vocational-Technical Dept., Goodman Campus
Ruth Thweatt	Bookkeeper; Aide, KSC, Goodman Campus
Jeanne K. Todd	Secretary/Bookstore, Grenada Center
Mary Tucker	Secretary, Stucent Services, Goodman Campus

# GENERAL INFORMATION

## HISTORY

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added; and in 1928-29 school session, the second year was added; making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

In November of 1988 the Board of Trustees took action to change the name of the institution to Holmes Community College. The name change was made to more accurately reflect the comprehensive and multi-faceted mission of the modern two-year college. The change was subsequently approved by the State Board for Community and Junior Colleges in December of 1988, to be effective July 1, 1989.

## MISSION OF HOLMES COMMUNITY COLLEGE

Holmes Community College serves the citizens of its nine-county support district through a comprehensive program of instruction, student services and activities, adult and continuing education, community services, and economic development and industrial services. In

accordance with state law, the college accepts all qualified Mississippi residents, with the majority of the student body being from the support district. The college also accepts a small number of out-of-state students. The following goals provide guidance for administrative decisions and give direction to all units of the college for planning, implementing, and evaluating activities.

### **Institutional Goals**

1. To employ and retain a qualified and competent faculty and staff who are dedicated to teaching and service.
2. To teach quality academic courses which ensure successful transfer to senior colleges.
3. To teach vocational-technical courses which prepare a student for successful employment.
4. To teach remedial and developmental courses which remove deficiencies in basic skills.
5. To provide student services which assist individuals in goal selection, decision making, establishment of values, and development of attitudes of responsibility and cooperation.
6. To sponsor student activities which include intramural and intercollegiate sports as well as those social, extra-curricular, civic, and cultural activities which develop leadership, creative skills, and personal growth.
7. To conduct adult and continuing education activities for the non-traditional student.
8. To maintain close communication, interaction, and participation with advisory committees and other community groups in order to determine educational and service needs.
9. To provide facilities, services, and special programs to meet community needs.
10. To provide for the industrial training needs of the district through start-up, up-grade, and retraining programs.
11. To take a leadership role in increasing adult literacy in the district.
12. To conduct a continuous cycle of assessment, evaluation, and planning of all activities and programs in order to ensure institutional effectiveness.

### **THE MULTIPLE-CAMPUS COLLEGE**

The main emphasis in the organization and administration of the Holmes Community College district is that it is a single, institutional entity with two campus locations and two centers.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

### **GOODMAN CAMPUS**

The original campus of Holmes Community College is located at Goodman, Mississippi in the eastern part of Holmes County. The campus is composed of one hundred ninety-six acres and twenty-four principal buildings. A lighted football stadium and a track, a baseball field, six tennis courts, faculty residences, and a six-acre lake complete the facilities of the campus.

The central offices for the administration of the Holmes Community College district are located at the Goodman Campus. Personnel with district-wide responsibility include the President, Business Manager, Academic Dean, Director of Vocational-Technical Education, Dean of Students, Director of Continuing Education, Director of Admissions and Records, Director of Financial Aid, Head Librarian, Director of Institutional Research and Planning, and Director of Public Relations. Administrative offices for the Goodman Campus are located in McDaniel Hall.

Programs available at the Goodman Campus include university-parallel, five technical programs (Business Technology, Drafting and Design, Architectural Design and Construction, Child Care, and Radio and Television Broadcasting), and eight vocational programs (Auto Body Repair, Automotive Mechanics, Communication Electronics, Cosmetology, Heating-Air Conditioning-Refrigeration Mechanics, Machine Tool Operation-Machine Shop, Welding, and Truck Driving).

The Goodman Campus has dormitory accommodations as well as student activities in varsity sports, band, and choir.

### **KOSCIUSKO SKILL CENTER**

The Kosciusko Skill Center, established in 1965, is operated as an off-campus center and is located in a 22,500 square foot building on West Jefferson Street. It is funded under the Job Training Partnership Act. This center is a part of the Vocational Department and offers vocational training with counseling and remedial assistance as required by some students. Students in these courses could not attend regular

vocational classes for various reasons, such as being a school dropout, having financial problems, and having travel restrictions. The students are referred individually by the local employment services. Courses vary in length from sixteen weeks to a maximum of fifty-two weeks. The Kosciusko Skill Center is funded by the Governor's Office of Job Development and Training through the State Department of Vocational Education. The programs operated in Kosciusko include Welding, Employment Preparation for Youth, Industrial Maintenance, and Licensed Practical Nursing. Another program operated through the center but at other locations is the Licensed Practical Nursing program at Canton, Lexington, and Winona. All the courses except the LPN courses are open entry/open exit courses; that is, students may enroll in these courses at any time of the year.

### **GRENADA CENTER**

The Grenada Center is a dynamic addition to Holmes Community College which opened with a full schedule of classes for the fall semester of 1985. Grenada, situated near picturesque Grenada Lake, lies some ninety miles south of Memphis, Tennessee on Interstate 55, and seventy miles north of the home campus. Located fifty miles from the nearest college or university, this center affords opportunities for academic and cultural enrichment and vocational expansion to match the explosive economic and cultural growth of the surrounding area. Designed with plans for immediate expansion, the attractive modern building houses the center on a 14-acre site.

The center offers a wide range of liberal arts courses that are transferable to four year institutions. Holmes Community College's Associate Degree Nursing program and a Licensed Practical Nursing program are offered at the Grenada Center. Technical programs in Drafting and Design, Forestry, Business and Office, and Computer Technology, utilizing state-of-the-art equipment, are also offered at the center.

Evening credit and non-credit courses are offered, designed to meet the needs and interests of the area. The center also functions in the community's expansion for in-coming and existing industry by coordinating programs to meet special training requirements. The center further serves as a meeting place for a variety of educational type workshops, seminars, and conferences.

### **RIDGELAND CAMPUS**

The Ridgeland Campus is located approximately four miles north of the city of Jackson and one-half mile north of the Natchez Trace and I-55 interchange. It is comprised of 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only one-fourth mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit.

Three buildings house the administration, data processing, business office, library, vocational individualized development system (VIDS), classrooms, laboratories, and shops. The totally new and modern facilities enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis. All of the instructional programs are equipped with state-of-the-art equipment.

The primary purpose of the technical programs is to prepare students in specialized, "high technology" areas. High technology is defined as "programs in occupational areas which depend upon the use of the most advanced systems, machines, and devices to achieve a practical purpose." The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.



# **ADMISSION REQUIREMENTS**

## **FULL-TIME DAY STUDENTS**

## **DEGREE-SEEKING STUDENTS**

## **CERTIFICATE-SEEKING STUDENTS**

1. A completed application for admission.
2. An official high school transcript or an official GED score report for first-time entering freshmen (Not required of transfer students if the graduation date or GED information is included on official transcript from accredited post-secondary institution).
3. Satisfactory scores on the American College Test (ACT) for academic and technical majors who have been out of high school less than five years and who have not earned a bachelor's degree. The minimum composite score required for admission is 10 (see explanations concerning exceptions listed in this section under "test scores" and "probationary admission"). ACT scores will be accepted from official high school or college transcripts for admission's purposes. President's scholarships will be awarded from official ACT SPR's only.
4. Satisfactory scores on the Test of Adult Basic Education (TABE) for vocational majors (See listing of required scores under "vocational" in this section).
5. A completed 121-C immunization form for all students born after December 31, 1956.
6. Official transcripts from ALL colleges previously attended. Students holding bachelor's degrees or higher may submit only the transcript showing the highest degree plus transcripts of all work done beyond that degree; However, for graduation purposes, additional official undergraduate transcripts may be required.

## **NON-DEGREE-SEEKING STUDENTS**

## **NON-CERTIFICATE-SEEKING STUDENTS**

(Applies to part-time day, evening, and summer students)

1. A completed application for admission.
2. High school graduate or its equivalent, officially documented by high school or college transcript or GED score report.

It is the students' responsibility to indicate their status by writing either D-S (Degree Seeking) or NDS (Non-Degree-Seeking) in bold letters at the top of their registration cards and under the class schedule on the blocked portion of the schedule pack at the time of registration.

**High School Preparation.** A student must meet one of the following requirements: (1) graduate from a high school accredited by the regional accreditation association, or (2) take the GED test and earn the minimum scores required for a state high school equivalency

certificate, or (3) earn seventeen academic units from a high school that meets the accreditation standard listed above. The seventeen units must include three units of English, two of mathematics, one of science, one-half of civics, one-half of government, one-half of state history, and one of American History. Physical education and other non-academic units will not be counted toward the seventeen units.

A student who has attended high school during a fall semester and who wishes to enter an academic or technical program at the beginning of the spring semester on the basis of having earned 17 acceptable units must also have a letter of recommendation from his/her high school principal supporting this action.

**Non-Accredited High School.** A student who attended a high school not accredited by the appropriate state or regional accreditation association may petition the Admissions Committee for special consideration. Factors that may be considered are high school grades, test scores, and intended major at Holmes.

A student seeking admission to Holmes Community College through special action of the Admissions Committee must first have an interview with a counselor and/or the Director of Admissions. A second interview may be required in some cases; if so, this would be held with the Admissions Committee.

**Test Scores.** An applicant for academic and technical programs must take the American College Test. A minimum score of 10 is required. A student with scores of 10-12 may be required to take one or more developmental courses at the discretion of his faculty advisor.

A student who has successfully completed one semester (passed 12 semester hours and earned 24 quality points) at a regionally accredited institution shall be admitted in regular standing without regard to his ACT score.

**Probationary Admission.** A student with an ACT score of less than 10 (admitted under the 5% exception clause) who wishes to enroll in an academic or technical curriculum shall be admitted on probation. He will be required to earn a quality point average of at least 1.50 his first semester of full-time attendance. Failure to meet this minimum requirement shall result in the student's suspension for one semester.

An academic or technical student with an ACT score of 9 or below is required to enroll in the Academic Foundations core his first semester. This curriculum consists of:

Developmental English I .....	
Math course based on placement test and student's major .....	3 hrs.
	3 hrs.

Reading course based on placement test .....	3 hrs.
Orientation .....	1 hr.
One course in student's major selected with advisor's approval .....	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports) .....	1 or 2 hrs.
<b>Total</b>	<b>13 to 16 hrs.</b>

**Foreign Students.** The following items must be on file in the Admissions Office at least 30 days prior to the beginning of the semester of intended enrollment:

1. Application for Admission
2. Complete and official scholastic records
3. Scores on entrance tests
4. TOEFL scores
5. Affidavit of support
6. Room reservation fee

An applicant whose native language is not English is required to submit a score of at least 500 on the Test of English as a foreign language (TOEFL) or must have previous credit in English Composition I and II. Information regarding this test may be obtained by writing to: TOEFL, Educational Testing Service, Princeton, New Jersey, 08540.

#### **Admissions Policy Pertaining to Immunization for Measles and Rubella.**

1. A student (including a transfer) entering Holmes Community College for the first time and enrolling for credit must document proof of immunization for measles and rubella.
  - a. Proof of immunization may be documented in the following manner:
    - (1) Documentation (month and year) of immunization which was received after the first birthday.
    - (2) Positive measles and rubella serology titer with date.
    - (3) Physician-documented history of having had measles with date of the disease. History of rubella is not acceptable.
  - b. Temporary exceptions - one semester.
    - (1) Pregnant woman.
    - (2) Woman suspecting pregnancy.
    - (3) Woman anticipating pregnancy within three months.
  - c. Permanent exceptions.
    - (1) Medical disease which will cause a permanent contraindication to immunization.
    - (2) A person born prior to 1957.

2. Before being allowed to register, a student born in 1957 or later must present either of the following:
  - a. A Certificate of Compliance (furnished by the State Department of Health and available at physicians' offices and local health departments.)
  - b. A Certificate of Exemption (furnished by the State Department of Health and available at physician's offices and local health departments.) If the Certificate of Exemption is **temporary**, a new Certificate of Exemption or a Certificate of Compliance must be presented to register for the next term.

## **ENTRANCE REQUIREMENTS FOR COMPUTER TECHNOLOGY**

The State Board of Vocational-Technical Education has set the following requirements for entrance into computer technology.

1. A satisfactory score on a computer technology aptitude test.
2. A composite score of 12 or higher on the ACT, 12 or higher on the math section, and 12 or higher on either the natural science or social science reading sections.
3. Students with an ACT composite of 11 may be admitted into an alternative computer technology program.
4. Students with an ACT composite of below 11 may not be admitted into computer technology.

## **VOCATIONAL**

**(For all except Licensed Practical Nursing)**

**High School Preparation.** (1) A student must have attained the equivalent of a tenth grade education (8 units) at an accredited high school, or (2) must have taken the GED test and earned the minimum scores required for tenth grade equivalency as set by the State Department of Education. Preference for admission will be given to students who have a high school diploma or the equivalent. The classes are limited to 20 students per instructor.

**Age.** An applicant who is not a high school graduate must be at least 18.

**Deposits.** An applicant must deposit \$30.00 to reserve a place in a vocational class. This deposit is non-refundable but will apply toward student fees. It is valid only thru the first day of registration.

**Tests.** An applicant will be required to make satisfactory scores on the Test of Adult Basic Education (TABE) prior to enrolling. Other aptitude and placements tests may be required at the discretion of the department. A minimum score on the TABE is required for admission. The individual program minimum are as follows:

**Level 8**

Communications Elections  
Cosmetology  
Machine Tool Operation/  
Machine Shop

**Level 7**

Heating, Air-Conditioning, and  
Refrigeration Mechanics

**Level 6**

Automotive Mechanics, Auto Body Repair, Welding, Truck Driving.

**Special Requirements for a Cosmetology Student.**

1. Complete application for admission.
2. Submit a health certificate and form 121-C, available through local health departments. Check catalogue.
3. Have transcripts sent to Holmes Community College from high schools, and all colleges previously attended. (GED transcript, if applicable).
4. Applicants who are not high school graduates must be 18 years of age or older, and have attained a minimum of 10th grade equivalency.
5. Submit \$30.00 course reservation fee upon acceptance.
6. Interview with counselor prior to school entrance.
7. Applicants will be required to take the TABE test prior to enrollment. Students will score at a minimum of Level 8 to qualify for admission.
8. Upon notification appear before an Admissions and Review Committee.
9. Deadline for all admission requirements for Cosmetology is the June 30 prior to the fall semester.

**LICENSED PRACTICAL NURSING**

Admission requirements to be met before a student enters training are:

1. The applicant shall be at least 18 years of age.
2. The applicant shall give evidence that he has completed the 12th grade in school or made an equivalent score on the GED Test.
3. The applicant shall make satisfactory scores on tests given by Holmes Community College.
4. The applicant shall be physically and emotionally fit as established by a completed physical examination and recommendation of the examining physician.
5. The applicant shall meet the Admissions Committee, which after reviewing all records and interviewing the applicant, will make recommendations as to whether or not it thinks the applicant shows promise of becoming a good practical nurse. Records shall be kept of the interview.

The Licensed Practical Nursing program at Holmes Community College is affiliated with seven area hospitals.

## ASSOCIATE DEGREE NURSING

The Director of the Holmes Community College Associate Degree Nursing Program has the final responsibility for selecting students to be admitted or recommended to the Associate Degree Nursing Program. The number of qualified students admitted is based on the following faculty on staff Standards for accreditation of schools of nursing in the state of Mississippi require that total student enrollment be a maximum of fifteen students per each full time equivalent faculty member and that the student to faculty ratio in the laboratory shall be no more than ten to one.

All applicants must meet the same general admission requirements as are required for all applicants to Holmes Community College. Only students will be considered for admission to the nursing program who are able to meet the following requirements:

1. Be an applicant to Holmes Community College.
2. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, a student must have an ACT score of 15 or higher. Each school is permitted a 10 point allowance for high risk students whose ACT scores are less than 15.
3. In accordance with the Board of Trustees of State Institutions of Higher Learning associate degree admission criteria, a transfer student (student admitted in program other than nursing) with less than a score of 15 on the ACT must complete successfully a minimum of twelve semester hours or equivalent before being admitted into the nursing curriculum. The Student must have made a minimum grade of **C** on the freshman courses of anatomy and physiology, both of which are included in the above twelve semester hours.
4. Score of 11.9 or higher on the Nelson-Denny reading test. Score of 15 or higher on Basic Arithmetic Skills test.
5. Must attend an orientation session upon admission to the Associate Degree Nursing Program.

Admission to the nursing program is competitive. Those applicants showing the greatest potential for success in the program as indicated by the above criteria will be chosen for admission.

New classes will be admitted annually for the fall. The Associate Degree Nursing Program will accept men and women students, single or married without regard to race, religion, creed or ethnic origin.

Notification of acceptance in the nursing program must come from the Director of Nursing, not the Admissions Office.

Students must be in generally good health. Upon admission, a physical report from family physician will be required as well as current immunizations.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class. It is required that an applicant confirm his intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within ten working days indicates that the applicant does not wish to accept the place reserved in the nursing sequence.

In addition to regular college fees, an associate degree student will incur expenses for such items as uniforms, textbooks, supplies, insurance, lab fees, nursing organization and state board application fees, etc.

### **ADMISSIONS EXCEPTIONS**

**Exceptions may be made** for a limited number of students with demonstrated academic potential, but who do not meet the admission standards. The number of students admitted under the exception clause will not exceed 5% of the total number of entering freshmen the preceding year. Students may enter under the exception clause only by special action and permission of the Admissions Committee. The exception clause also applies to part-time students, both on and off campus. The exception limit will be calculated separately for full-time and part-time students.

**Admission requirements for all students must be met within 4 weeks of the end of registration.**

### **TRANSFER STUDENTS**

A transfer student is defined as one who has hours attempted on his permanent record at another institution. A transfer student who plans to graduate from Holmes Community College must have an official transcript sent from each post-secondary institution previously attended. A student who is on disciplinary probation or suspension must petition the Admissions Committee for a special hearing.



# **EARLY ENROLLMENT PROGRAM FOR ADVANCED HIGH SCHOOL SENIORS**

## **PURPOSE**

The purpose of this program is to provide the opportunity for advanced high school seniors to earn college credit prior to graduation from high school.

Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

## **ADMISSIONS REQUIREMENTS AND PROCEDURES**

1. The student must have earned fourteen units from an accredited high school. Physical education and other non-academic units will not be counted toward the fourteen units. The student must have an overall "B" average on the fourteen units. The student shall request that the high school principal send an official copy of his high school transcript to the Director of Admissions and Records at Holmes Community College at least 10 days before the beginning of the enrollment period.
2. A minimum composite score of 20 on the ACT and a minimum of 20 on each subtest area in which the student wishes to take coursework is required. The student may be admitted into the program provisionally on the basis of a copy of the high school ACT report. The student would be required to have an official Student Profile Report sent from ACT within the first six weeks of the enrollment period in order to complete admission requirements.
3. The principal of the high school must complete a recommendation form supporting the student's enrollment in the program. The recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts.

## **STUDENT TUITION AND TEXTBOOKS**

The student is responsible for paying his own fees and purchasing textbooks.

## **STUDENT POLICIES AND REGULATIONS**

The student would be expected to become familiar with the college catalog and student handbook and to abide by all applicable rules.

## **ENROLLMENT LIMITS**

The student is limited to one course per summer term and two courses per full summer session (day and or evening in any combination). The student is limited to one course during the fall semester and one course during the spring semester.

## **APPLICATION PROCEDURE**

A student applying for this program must (1) submit an application for admission in person to, and (2) have an interview with, the counselor at the campus where the course will be taken. This should be done at least two weeks prior to registration.



# ACADEMIC POLICIES AND REGULATIONS

## ORIENTATION AND REGISTRATION

A first-time student must attend the scheduled orientation sessions. These will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed to be enrolled.

1. Take math/reading placement tests.
2. Fill out registration cards.
3. Have I.D. picture taken, if enrolling as a full time student.
4. Have picture made for the school annual, if enrolling as a full-time student.
5. Have schedule of classes approved.
6. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his not being accepted as a student at Holmes Community College.

## PROBATION AND SUSPENSION

Academic and technical students admitted under the 5% exception clause with ACT scores of nine or below will be admitted to Holmes Community College on probation. An academic or technical student will be scheduled into the Academic Foundations Core, under which he will be required to maintain a Q.P.A. of at least 1.50. This student must repeat any developmental courses he does not pass. Students failing to meet minimum standards of progress at the end of their first semester will not be eligible to return to Holmes as full-time students until (1) their deficiencies have been corrected or until (2) they have remained out of school for at least one semester.

Any student admitted unconditionally to Holmes Community College must meet minimum standards of progress to remain in good academic standing. This means that a student must maintain a Q.P.A. of at least 1.50 each semester. A student who does not meet this standard enters his second semester at Holmes on academic probation. A student who fails to meet the minimum standard for two consecutive semesters will not be eligible to return to Holmes Community College as a full-time student until (1) his deficiencies have been corrected or (2) he has remained out of school for at least one semester.

Any student failing 12 or more hours in one semester will be suspended and ineligible to enroll the following semester. A student on "earned" academic probation will not be allowed to miss classes on "school business" trips.

## **CREDIT BY EXAMINATION**

### **College Level Examination Program.**

Credit will be allowed for any subject exam offered by Holmes through the CLEP provided a scaled score of at least 50 is reached. The general examination scaled score must be at least 500. Current information is available on specific courses from the Guidance Office.

### **Advanced Placement Program.**

Holmes Junior College will award credit for scores of 3 or higher on the Advanced Placement Examinations administered by the College Board. Guidelines are available from the Academic Dean's Office.

**Credit for Educational Experience other than the Standard College Classroom Experience.** The total of all credits for this purpose shall be limited to thirty semester hours.

## **ABSENCES**

**Academic, Technical, and Vocational Absences.** Registration for a section of a course makes the student responsible for attending that class until the course is completed unless an official withdrawal is completed. The college reserves the right to sever its relationship with any student who is excessively absent. Absences are considered to be excessive when they exceed the number of times the course meets in two weeks. If a student incurs excessive absences in a class, his record will be reviewed by an Absence Sub-Committee. Unless there are extenuating circumstances such as extended illness combined with no unexcused absences, the student will be administratively withdrawn from the class. The student may appeal to the full Absence Committee if he is not satisfied with the ruling of the sub-committee. The student must request in writing that a meeting be called to hear his appeal.

The student is responsible for all class work missed during absences, including school business absences. Additional make-up work for unexcused absences may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings prior to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional makeup work if the absence is unexcused.

A record of absences is to be kept in the teacher's grade book and turned in to the Records Office on grade sheets at the end of nine weeks and at the end of the semester. The semester grade sheet will include the absences incurred during the first nine weeks. This report will consist of

the number of absences, not the actual dates. These are for record purposes and will not show on the student's transcript.

**Academic and Technical Excused Absences.** Sickness off campus should be substantiated with: (1) a doctor's statement when attended by a doctor or dentist. (2) a statement from parents for absence of one or two-day duration when the absence is due to illness of a student or to a death in the family.

In cases of an absence due to personal business, any documentation such as receipts, court summons, military orders, etc., should be retained by the student. All excuses for absences should be presented to the instructors.

The Academic Dean's office issues school business excuses for students who represent the school at approved activities; such as, athletic events, club meetings, and field trips. School business excuses do not count toward the "cut-out" number in a class.

**Academic and Technical Tardies.** Students should realize that tardiness causes a delay and disruption of a class. Anytime a student establishes a pattern of being consistently tardy in a class, the teacher will send the student to the Dean. The Dean will then place the student on probation in this class. If the student continues in this pattern of tardiness, he may be removed from the class with a failure in the subject recorded on his permanent record.

When a student is tardy to a class, he must remain after class and inform the teacher he was tardy, not absent. Failure to do this may result in his being reported absent. This will be impossible to correct at a later date.

**Vocational Absences.** No absences are excused, all time missed must be made up. Instructors shall report all absences daily to the counselor's office, where a master file will be retained on each student.

Each time a student is absent for any reason, the instructor will inquire as to the reason for the absence. The student will be required to fill out an absence form (furnished by instructor), showing date of absence and reason indicated for absence and having the student's signature. The instructor will return this form to the counselor's office where it will be placed in the student's file.

On the third occasion of absence the student is placed on a probationary status. Notification of probation will be made in writing with copies to the student, parents or guardians, coaches (for athletes) and others deemed necessary. Any absence while on probation will result in a meeting of the Absence Sub-Committee where a decision will be made as to termination from school or continued probation.

**Vocational Tardies.** Anyone reporting to class after 8:00 in the morning or 12:15 in the afternoon will be considered tardy. Three tardies will constitute an absence and make up work will be required. Anyone reporting to class more than thirty minutes late will be counted as absent for that day.

## CHANGES IN CLASS SCHEDULE

Changes in a student's class schedule, including those initiated for a department's convenience, must first be approved by the appropriate administrative office for each campus center.

## CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman	0-23 semester hours
Sophomore	24 and above semester hours

## EXAMINATIONS

**Regularly Scheduled Examinations.** The regular examinations scheduled at the end of each semester are given beginning at 8:20 and ending by 12:20 in the mornings and beginning at 1:20 and ending by 3:20 in the afternoons. The complete schedule of examinations is announced during the semester.

**Examination Permit.** An examination permit must be obtained from the Business Office prior to reporting for any final examination.

**Eligibility.** No student is eligible to take an examination unless he is free from all arrearages in fees, such as laboratory or library fees, or fines.

**Standards of Honesty.** Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

**Presence during Examination.** If a student is present at all during the examination, he shall be regarded as having attended the examination, and will be so reported by the examiner.

**Absence during Examination.** Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

## CREDIT AND GRADES

**The Semester Hour.** A semester hour is defined as the unit of credit value of work involved in attendance upon lectures or recitations for one

class hour a week for one semester, or upon laboratory work varying from two to four hours a week for one semester.

**Grade Symbols.** A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

Passing Grades  
A Excellent  
B Good  
C Satisfactory  
D Lowest passing grade

Other Grades and Marks  
F Failure  
I Incomplete  
W Withdrawn  
WP Withdrawn Passing  
WF Withdrawn Failing

**Quality Points.** The value of each grade in quality points is as follows: A, 4; B, 3; C, 2; D, 1; F, 0.

**C Average.** A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

**F Grade.** The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his work through the semester and his final examination; or (2) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his absence.

**I Grade.** An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. If an incomplete is not removed within the two weeks following the grading period (excluding Christmas Holidays), the grade automatically becomes an "F". This applies to both mid-semester and semester grades.

**W Grade.** The mark "W" is recorded if the student officially withdraws after the first two weeks but before mid-semester. No mark is recorded for a withdrawal made before the end of the second week of the semester.

**WP and WF.** A mark of "WP" or "WF" is recorded if the student officially withdraws after mid-semester but before the scheduled time for the final examination.

**Auditing A Course.** A student may audit a course by scheduling the course as an "audit" at the time of registration. No credit, grade, or quality points are granted for an audited course. An audited course is counted

at full value in computing the student's load for fee purposes. A student may in succeeding semesters take for credit any course previously audited. An audited course will be reflected on the student's permanent record as "AUD".

The deadline for changing from "audit" to "credit" will be the last day to register and add classes for an enrollment period. The deadline for changing from "credit" to "audit" will be the last day to withdraw without receiving a grade. A student who wishes to change from "audit" to "credit" or vice versa must go to the office in charge of schedule changes prior to the deadline. The regular fee for schedule changes will be charged.

### **TRANSFER CREDITS**

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor's degree.

The college recognizes that many transfer students will not be seeking a degree or certificate from Holmes Community College. Therefore, transfer credit is evaluated only when a student declares himself a candidate for a degree or certificate and requests an official evaluation from the District Academic Coordinator. This should be done prior to enrollment, if possible, and no later than the end of the first enrollment period.

A student who has attended a non-accredited institution may validate up to twenty-four (24) semester hours of credit through the college level examination program.

In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have an overall "C" average on all hours attempted as well as a "C" average on work attempted at Holmes Community College. Students who do not meet this requirement may become eligible for a Certificate of Graduation.

### **INSTITUTIONAL CREDIT**

Holmes Community College offers a small number of courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any**

degrees or certificates. Courses for which institutional credit is awarded will have a "O" in the course number.

### COURSE REPEATS

If two or more final grades are recorded for the same course, all grades received in that course (not including W and WP) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be stricken and the course will be noted as repeated on the student's permanent record. It is the student's responsibility to request that a repeat card be filled out when he registers if he is repeating a course.

### GRADE REPORTS

A report of the student's work is made at midterm and at the end of the semester. Students who desire a copy of these grades should make a request to the Records Office. A charge of one dollar will be made for each copy.

### STUDENT LOAD

The normal load for a student is sixteen semester hours. The minimum load for a full-time student is twelve semester hours. A student is allowed to take more than sixteen hours per semester when his normal schedule would call for this or when he has maintained an average of **B** or better. No student may take more than twenty-one hours in any one semester.

### WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from school for any reason must secure a withdrawal form from a Counselor's office and have the form signed by the designated school officials. If a student is unable to withdraw in person, he should notify the appropriate administrative office and request a withdrawal form be initiated and completed. Failure to officially withdraw may result in WF's in all classes.

### GRADUATION REQUIREMENTS

Holmes Community College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, one-year technical certificates, and one-year or two-year vocational certificates. Each candidate for graduation (except vocational graduates) must have completed English Composition I and II, or English Composition I and be currently enrolled in English Composition II.

### DEGREES AND CERTIFICATES

A candidate for the Associate of Arts degree must complete a minimum of sixty four semester hours to include the basic core described in the next paragraph. The candidate must earn at least 128 quality points. English Composition I and II are required of all graduates. Additional requirements for music majors are stated on pages 92-94.

**Students who receive the AA degree must have completed the following core:**

ENG 1113

ENG 1123

MAT 1313

SPT 1113

6 hours - Laboratory Sciences

3 hours - Humanities

3 hours - Social Studies Behavioral Sciences

3 hours - Fine Arts, Humanities, or Social Studies Behavioral Sciences

A candidate who completes the prescribed set of courses for the two-year technical programs shall be eligible for the Associate of Applied Science degree. The requirements also include earning a minimum of sixty-four semester hours, 128 quality points, and credit in English Composition I and II.

A candidate for the Certificate of Graduation must complete sixty-four semester hours. English Composition I and II are required of all graduates.

A candidate who completes the prescribed set of courses for the one-year technical programs shall be eligible for a special departmental certificate. The requirements also include earning a minimum of 32 semester hours, 64 quality points, and credit in English Composition I and II. The student must have a "C" average on the prescribed courses to include English Composition.

A candidate who successfully completes the courses required for the two-year vocational programs shall be eligible for a special certificate. The requirements include earning a minimum of sixty-four semester hours, 128 quality points, and attending classes for a minimum of four hundred eighty clock hours per semester in the specified coursework.

A candidate who successfully completes the courses required for the one-year vocational programs (with the exception of cosmetology) shall be eligible for a special certificate. The requirements include earning a minimum of 32 semester hours, 64 quality points and attending classes for a minimum of four hundred eighty clock hours per semester.

A candidate who successfully completes the courses required for the one-year program in Cosmetology shall be eligible for a special certificate. The requirements include earning a minimum of fifty semester hours, one hundred quality points, and attending classes a minimum of fifteen hundred clock hours for the year.

All candidates for graduation must file their applications for a diploma with the Records Office. December graduates must file during the first

two weeks of October, and any student graduating in May or during the summer session must file during the first two weeks of February. Graduation fees (\$20.00 for May, \$10.00 for December) must be paid at these times.

A candidate shall not be eligible to receive a one-year technical certificate and an ASS degree at the same graduation.

**Residency.** Fifteen semester hours of credit must be earned through regular classroom attendance in order to receive an associate degree or a vocational certificate awarded for completion of a one- or two-year program. Credit awarded for CLEP, AP, military experience, etc., will not count toward meeting the residency requirement. (This policy is applicable for students entering Holmes Community College the summer of 1989 or later. Students who entered prior to summer of 1989 will be given until May of 1990 to graduate under the 12 hour residency requirement).

## GRADE RECOGNITION AND HONORS

### A. GRADE RECOGNITION

1. Academic and technical students with exemplary quality point averages are recognized at the end of each mid-semester and at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours. Enrollment in one or more developmental courses disqualifies the student from either list for that grading period.

**PRESIDENT'S LIST:** Those students who have a quality point average of 3.7 to 4.0

**DEAN'S LIST:** Those students who have a quality point average of 3.4 to 3.69.

2. Full time vocational students with quality point averages of 3.5 to 4.0 will be placed on a Vocational Honors List.

### B. GRADUATION HONORS

#### 1. Rank in class:

In order to receive class ranking, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 cumulative quality point average. The student(s) with the highest QPA (excluding developmental courses and Math 1213, 1233) will be recognized as Valedictorian, while the student(s) with the next highest QPA will be the Salutatorian. To be eligible for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.

## 2. Honors and highest honors:

Students participating in the May graduation ceremony and receiving either an AA or an AAS degree are eligible to receive special recognition based on their cumulative quality point averages. These honors will be:

- a. Highest honors - for those students with QPA's of 3.7 to 4.0
- b. Honors - for those students with QPA's of 3.4 to 3.69.

## REVERSE TRANSFER GRADUATION

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his last date of attendance at Holmes Community College.
3. The student's last semester of full-time attendance prior to completing the degree requirements must have been at Holmes Community College.

## EARNING A SECOND DEGREE

A student who has received a *Certificate of Graduation* may earn an AA or AAS degree by completing the degree requirements.

A student who has received an AAS degree may earn an AA degree or a second AAS in a different curriculum by completing the degree requirements and earning a minimum of 15 semester hours of additional credit.

A student who has received an AA degree may earn an AAS degree by completing the degree requirements and earning a minimum of 15 semester hours of additional credit. A student may not earn a second AA degree.

A student who wishes to earn a second degree should request a transcript evaluation by the Academic Dean prior to enrolling for courses.

A student who earns a second degree will not be required to participate in the graduation ceremony, but may do so if he chooses.

## TRANSCRIPTS

One transcript will be furnished each student free of charge. For each additional transcript, there will be a charge of two dollars.

## STUDENT RECORDS

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Director of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants, scholarships, and loans); name, date, and place of birth, address, dates of attendance, major field of study, class rank, and quality point average. Transcripts are released only at the written request of the student.



## **EXPENSES**

### **Entrance Fee**

All full-time students pay an entrance fee of \$355.00 (dormitory students) or \$352.00 (commuting students) per semester. This fee must be paid at the beginning of the semester at the time the student registers. Payment of fees is a part of the registration procedure and failure to complete this step will void registration procedure for the individual.

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper, the I.D. card, a post office box for each student, and the student activities fee.

An I.D. card is issued to each full-time student as a step in his registration procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.

All students whose parents reside outside the state of Mississippi will pay a tuition fee of \$500.00 per semester in addition to the costs for district students. This fee is payable at the beginning of each semester and is non-refundable after the student has met classes.

There is a foreign student service fee of \$100.00. This is a one-time charge payable at the beginning of the first period of enrollment. (Effective August 1, 1982)

### **PART TIME STUDENTS**

Students who enroll for less than 12 semester hours in the day program are classified as part-time students. The cost is \$36 per semester hour.

### **CHANGING STATUS FROM FULL-TIME TO PART-TIME**

A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status within the first six weeks will have his fees adjusted to the part-time student rate. There will be no adjustment made for dropping to part-time status after the sixth week.

## **SPECIAL PLAN FOR SENIOR CITIZENS**

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college as space permits without paying any fees except for equipment necessary for some vocational-technical classes.

### **ROOM AND BOARD**

A dormitory resident will pay \$250.00 a semester for a room. This is collected in advance at the first of each semester, is non-refundable, and covers a five-day week (Sunday evening through Friday afternoon).

Board will be \$450.00 per semester or \$900.00 per year. It is due and payable at the beginning of each semester, and covers the same five-day week as the room fee. However, upon request, the board payments may be deferred according to the schedule shown.

#### **Day Students (Each Semester)**

1. Mississippi Students	\$352.00
2. Out-of-State Students	\$852.00

#### **Dormitory Students (Each Semester)**

1. Mississippi Students	\$1055.00
2. Out-of-State Students	\$1555.00

The preceding costs are due and payable at the time of registration each semester. Upon request, the following payment schedule may be allowed.

#### **Deferred Payment Calendar for Dormitory Students**

Parents who do not find the following schedule for payments convenient may make special arrangements with the business office.

#### **Fall Semester—on Entrance:**

August 21, 1989	\$755.00
October 2, 1989	150.00
November 6, 1989	150.00

#### **Spring Semester—on Entrance:**

January 8, 1990	\$755.00
February 19, 1990	150.00
April 2, 1990	150.00
Total for school year	\$2110.00

NOTE: All costs are on a semester basis. The above dates for payment are for convenience only. Holmes Community College reserves the right to change any charges published, when in the judgement of the administration, conditions justify doing this.

Students should have no trouble discerning that the payment on entrance consists of fixed fees of \$355.00 and the non-refundable room rent of \$250.00 plus one-third of the semester cost for board of \$151.00. This totals \$756.00. The other two payments each semester are for board and each payment equals one-third of the semester cost for board.

Out-of-State students pay \$500.00 per semester in addition to the costs for district students.

### **GRADUATION FEE**

A graduation fee of \$20.00 is required of all students participating in the graduation ceremony. This is to pay for the cap and gown rental and for the diploma or certificate.

### **REQUIRED SPECIAL TOOLS AND/OR EQUIPMENT VOCATIONAL AND TECHNICAL**

Auto Body Repair		\$400.00
Automotive Mechanics		250.00
Architectural Design and Construction		200.00
Cosmetology		400.00
Drafting and Design		100.00
Communication Electronics		200.00
Machine Shop		300.00
Heating, Refrigeration and Air Conditioning		450.00
Welding		150.00
Truck Driver Training		50.00

Students should check with their instructor prior to purchasing books, tools, and supplies. Prices are subject to change.

### **DEPOSITS**

Deposits are required for room reservations, for keys to dormitory rooms, and for assuring a place in certain vocational courses. Room deposits and vocational course deposits are non-refundable.

### **REFUND POLICY**

- a. A portion of the entrance fee (Fall semester — \$50, Spring semester — \$25 is for matriculation and is non-refundable. In addition to the matriculation fee, each student pays a non-refundable activities fee of \$5.00 for a dorm student and \$2.00 for a commuting student. The remainder of the entrance fee is refundable as follows:

One week or less	90 per cent
Less than two weeks	75 per cent
Less than three weeks	50 per cent

Less than four weeks	25 per cent
Four or more weeks	0 per cent
b. Room rent of \$200.00 per semester is non-refundable.	
c. Board is refunded on the basis of weeks left in a semester after the week in which the withdrawal occurs. The date of withdrawal shall be the date of signing of the official withdrawal sheet by the business office. No reduction is made for absences of less than two continuous weeks (holidays excluded).	
d. Refund policy for veterans provides that a refund will be made upon application on a pro-rata basis to an eligible person (service man or active duty, veteran, or war orphan) in receipt of educational benefits pursuing courses of instruction on a vocational clock hour basis from the Veterans Administration under existing published laws.	



## **STUDENT SERVICES**

### **COUNSELING AND ADVISEMENT**

The Guidance Department provides academic, social, personal, and vocational counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing vocational and career objectives. Counselors assist the student to formulate and clarify goals and evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems but also to discuss ways of constantly improving the skills required for effective living.

### **ORIENTATION**

The first day of school will include an orientation program designed to introduce students to college life and aid in making adjustments. Topics will include general school regulations, school activities, academic policies, and academic advisement. All new students must take part in the orientation program.

### **TESTING**

Holmes Community College is a test center for the American College Test (ACT), the Test of Adult Basic Education (TABE), College Level Examination Program (CLEP), and General Educational Development Test (GED). Applications for each of these tests may be obtained from the Guidance office.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises, and are used as counseling aids.

### **PLACEMENT**

Placement activities are designed to aid both the academic student and the vocational-technical student. A supply of senior college information is available in the Guidance and Student Services Department, and counselors are available to assist students in transferring. The vocational counselors assist the vocational-technical students in finding permanent employment.

### **HEALTH SERVICE**

Holmes Community College does not employ full-time health personnel. However, first-aid treatment is available from your dormitory supervisor, security officer, the Vocational-Technical Administrative office, or the Student Services office. In case of sickness or injury of a more severe nature, contact the security officer on duty, the Dean of Student Services, or the Chief Student Services Officer on your campus. In an emergency

situation, students may be taken to a doctor or hospital by a security officer, if available, or ambulance. Parents will be notified.

Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and local hospitals close to each campus.

Expenses for all medical treatment are the responsibility of each individual student.

## **FINANCIAL AID**

Financial aid is available to help students meet postsecondary education costs through a program of grants (Pell Grant, Supplemental Educational Opportunity Grants, and State Student Incentive Grants), work-study, and scholarships. We assist students with applications for Mississippi Guaranteed Student Loans.

Holmes Community College participates in the American College Testing Program Services (ACT) and the Application for Federal Student Aid; these are services that assist schools and agencies throughout the nation in determining a student's financial need. The ACT (Family Financial Statement) and the Pell Grant (Student Aid Report) are the documents used by Holmes Community College to determine eligibility for financial aid. Either the ACT (Family Financial Statement) or the Pell Grant SAR (Student Aid Report) can be obtained from the Financial Aid Office.

In order for a student to be considered for the campus-based programs (Work-Study, Supplemental Educational Opportunity Grant, and State Student Incentive Grant), the student must have on file in the Financial Aid Office a Holmes Community College Application for Financial Aid, ACT (Family Financial Statement) or the Pell Grant (Student Aid Report).

In order for a student to be considered for the Guaranteed Student Loan Program, the student must have on file in the Financial Aid Office an ACT (Family Financial Statement) or the Pell Grant (Student Aid Report). Students must also have applied and be fully admitted to Holmes Community College to be considered for any of the above mentioned financial aid.

Applications for financial aid are requested as early as possible, but will be considered any time as long as there is money available.

## **HOLMES COMMUNITY COLLEGE DISTRICT POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERALLY FUNDED FINANCIAL AID**

In order to remain eligible to enroll in college and receive Title IV financial assistance such as: Pell Grants, Supplemental Educational

Opportunity Grants (SEOG), State Student Incentive Grants (SSIG), College Work-Study (CWS), Guaranteed Student Loan (GSL), and PLUS/SLS Loans, all students must progress satisfactorily towards completion of a chosen academic, technical or vocational program. This is a requirement established by the U.S. Department of Education and the U.S. Congress.

Satisfactory progress will be measured according to the following table for full-time and part-time students:

Cumulative Semester	1-16	17-32	33-48	49-64	64+	64+	64+	64+
Hours Attempted	1-16	17-32	33-48	49-64	64+	64+	64+	64+
Cumulative Grade								
Point Average*	1.5	1.5	1.75	2.0	2.0	2.0	2.0	2.0

\*The Cumulative G.P.A. requirement will be waived after any semester if the student meets the hour requirement and has a G.P.A. for the current semester of 2.0 or greater.

**Hours Attempted:** Number of hours a student is enrolled in at the end of one-third (1/3) of the term. Withdrawal grades will be counted as hours attempted, whether W, WF, or WP.

**Maximum Time:** A student will not be eligible for any financial aid after eight (8) full-time semesters regardless of G.P.A., hours attempted, or changes of program.

**Cumulative Record:** A student's entire academic record at Holmes Community College will be evaluated to determine eligibility for financial aid, regardless of whether or not they have received aid for all semesters.

**Probation:** Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

**Financial Aid Suspension:** Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

**Notification:** Students who are placed on probation or suspension will be notified in writing from the Financial Aid Office.

**Reinstatement:** In order to be reinstated on financial aid, a student must attend at his/her own expense and attain the required hours and G.P.A. as required for satisfactory progress.

**Transfer Student:** Transfer students will enter with the same status for financial aid as an entering freshman.

**Remedial Courses:** Since students receive institutional credit and grades for remedial courses, they will be treated in the same manner as regular courses.

**Repeating Courses:** Students can only repeat courses one time and still have them considered in determining their enrollment status for purposes of receiving financial aid.

**Incompletes:** A student must remove an incomplete (I) grade within the two weeks following the grading period or the grade automatically

becomes an "F". An incomplete ("I") grade will have the same effect as a failing ("F") grade with regard to quality points and hours attempted.

**Non-Credit Courses:** Non credit courses will not count in hours attempted.

**Withdrawals:** Any semester in which a student withdraws for any reason will be counted as a semester of attendance and will count toward the number of semesters allowed to participate in financial aid. "W", "WF", and "WPs" will be counted as hours attempted.

**Standards of Progress Review:** All student records are reviewed at the end of each semester.

**Appeal Process:** Students failing to meet minimum standards who have extenuating circumstances or who have a reasonable basis for special consideration may appeal their suspension to the District Admissions Committee. This appeal should be in writing and presented at least one week prior to the beginning of the next semester. The appeal should be sent to the Director of Financial Aid, Holmes Community College, Goodman, MS.

**Note:** Financial aid suspension does not prevent a student from attending Holmes Community College if they are not on academic suspension.

For further information about the various financial aid programs, requirements, eligibility, student's rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook or contact the Director of Financial Aid. The Financial Aid Office is located on the first floor of the District Administration Building.

## SCHOLARSHIPS

### Achievement Scholarships\*\*

- 1) President's Scholarships — Academic and Technical Students
- 2) Valedictorian and Salutatorian

### Performance Scholarships\*\*

- 1) Athletic Scholarships
- 2) Cheerleader Scholarships
- 3) Band Scholarships
- 4) Choir Scholarships
- 5) Drama Scholarships

### Holmes Community College Development Foundation Scholarships

**President's Scholarship:** This scholarship is designed to cover the tuition at Holmes Community College with the exception of the mandatory student activities fee. It does not include room and board. The student must be a full-time day student with an ACT composite of 19 or higher. The student must maintain at least a 3.0 cumulative Q.P.A. in order to be eligible to receive scholarship funds.

## **REGULATIONS FOR PRESIDENT'S SCHOLARSHIPS**

Out-of-state students are not eligible for this scholarship.

Students eligible for the President's Scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc. up to, but not more than the Pell Grant budgeted cost of attending school per semester.

Awards will be made to entering freshmen at the beginning of both the fall and spring semesters.

Awards will be made to transfer students at the beginning of the fall semester only.

Transfer students must meet the same ACT & Q.P.A. requirements as native students.

Students who re-test and become eligible for this scholarship after a registration deadline will not receive their award until the beginning of the next fall semester, provided they enroll as full-time students (evening and audit classes excluded).

**Valedictorian and Salutatorian Scholarships:** Valedictorians and Salutatorians from high schools in the Holmes Community College District are eligible for a \$100.00 award, provided they have an ACT composite score of at least 18.

\*No out-of-state students are eligible to receive academic and technical scholarships.

### **Athletic Scholarships**

**Grant-in-Aid Scholarships** are awarded in football and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Community College District. A limited number of out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which he she is interested at the college.

### **Music Scholarships**

**Band (Instrumental)** scholarships are available to musically talented students who desire to participate in the Holmes Community College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates (Marching, Concert, Pep, Jazz, HCC Dancers Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently.\*

**Choir (Vocal)** scholarships are available to students who are musically talented who desire to participate in the HCC Choral Program. Auditions are required for all scholarships of this type. Students may hold vocal scholarships concurrently with band scholarships.\*

**Keyboard (Piano and Organ)** scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships. **Students may receive music scholarships awards concurrently with other scholarships.\***

### **Drama Scholarships**

Scholarships are based on talent and performance. These scholarships, available to students interested in Drama, range from \$25 to \$100 per year, with awards being based on tryout performance and participation in the various presentations.

### **Cheerleader Scholarships**

Scholarships are available to cheerleaders at a rate of \$250.00 per year. This scholarship will be awarded on a semester basis. Cheerleaders are chosen by a faculty-staff committee with selection based on performance at tryouts held in May. Applications are available from McDaniel Building.

### **Holmes Community College Development Foundation Scholarships**

**Mr. and Mrs. M. C. McDaniel Scholarship** The Mr. and Mrs. M. C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award in the amount of \$400.00 is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.\*

**Hilary O. "Prof" Thomas Memorial Scholarship:** Friends of the late Hilary O. "Prof" Thomas have established this scholarship in honor of "Prof" Thomas, who was employed at Holmes Community College from 1946 until his retirement in 1974. "Prof" Thomas, in addition to being head of the Agriculture Department for twenty years, served at varying times as high school principal, high school football coach, Dean of Men, Assistant Dean of Women, and Dean of Student Affairs. The award will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity and financial need.\*

**Frank B. Branch Memorial Scholarship:** This scholarship is given in honor of the late Frank B. Branch, former President of Holmes Com-

munity College from December 9, 1955, to June 30, 1976. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.\*

**The Dr. Paul B. Brumby Memorial Scholarships:** These scholarships were established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. These scholarships are awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Granada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of these scholarships is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.\*

**The Evelyn H. Clark Memorial Drama Scholarship:** This is awarded in honor of the late Mrs. Evelyn H. Clark, former speech instructor and drama coach at Holmes Community College. The Scholarship Committee of the Holmes Community College Development Foundation will select a sophomore as the recipient of this award, based on talent, scholarship, character and dedication.\*

**The Belk Family Scholarship:** This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.\*

**Journalism Scholarship:** A scholarship is available to the editor of the Growl each year. This scholarship is based on ability, character, and leadership.\*

**The Kay Hodges Scholarship:** This scholarship was established at Holmes Community College by the Hodges Family and her sister, Mellie Boyd. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

The recipients of scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals.

Students who would like to apply for scholarships should contact the Director of Financial Aid or the Director of Admissions for a Scholarship Application.

### **Other Financial Aid Resources**

- 1) Veterans' Benefits
- 2) Vocational Rehabilitation
- 3) National Guard Educational Assistance

\*All grants (Pell, SEOG, and SSIG) will be paid after the sixth (6th) week of each semester. Students who withdraw or drop below full-time status will have their grants adjusted accordingly. Students on college work-study will be paid once a month.

\*\*Achievement Scholarships and Performance Scholarships are awarded six weeks after school begins. No scholarships will be awarded after the sixth week of school unless extenuating circumstances warrant. Please note:

1. A student who withdraws prior to this time is responsible for all charges owed to the College.

2. A student who is on disciplinary probation is not eligible to draw an Achievement or Performance Scholarship.

3. A dorm student cannot receive over \$300 above the cost of attending school per semester. A day student cannot receive more than the Pell Grant budgeted cost of attending school per semester.

For further information about the various types of Financial Aid, requirements, eligibility, students' rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook HCC Catalogue, or contact the counselor at the Grenada Center, Ridgeland Campus, or the Office of Financial Aid on the Goodman Campus. Please send all Financial Aid Forms to the Office of Financial Aid, Holmes Community College, Goodman, MS 39079.

### **STUDENT HOUSING (Goodman Campus Only)**

There are five dormitories on campus providing space for 300 men students and 250 women students.

Dormitory rooms are generally filled by the end of summer. Two students are assigned to each room; however, three students per room may be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2:00 p.m. the afternoon prior to the beginning of classes.

Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish his own linens and is accountable for care of the room and its furnishings.

Room reservations are made only after payment of a \$20 reservation fee. This fee is non-refundable. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

### **RESIDENCE HALL HOURS**

All residence halls open at 4:00 p.m. Sunday afternoons and close at 4:00 p.m. Fridays. At the end of a semester or beginning of a holiday, students are expected to vacate dormitory rooms as soon as classes and or exams are completed. Residence Halls are closed on weekends unless permission has been obtained to stay.

### **AUTOMOBILES**

Students who wish to operate an automobile on the campus must register the car in the Office of the Chief Student Services Officer. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students—dormitory and non-dormitory alike.

### **BOOKS**

Books and supplies may be purchased from the book store located on your campus.

By careful buying and use of books, the cost may be kept to a minimum.

### **MAIL SERVICE (Goodman Campus Only)**

Student mail should be addressed to the student, Holmes Community College, P.O. Box, Goodman, MS 39079. Students receive their mail through post office boxes in the Lorance Center. Students must register for a post office box with the Bookstore Manager.

### **STUDENT CONDUCT**

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and assemblies and have regard for college property.

Guides for routine campus and dormitory life are provided students through announcements, student meetings, bulletins, and student handbooks. Through action by the disciplinary committee a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

## **CONTINUING EDUCATION AND COMMUNITY SERVICES**

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes both on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, workshops, short courses, and other activities designed to meet particular needs.

## **VETERAN BENEFITS**

Students who plan to attend Holmes Community College under any type Veteran Educational Assistance Program should contact the VA Certifying Official on the campus they are attending. In order to be eligible for VA educational benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A revised statement of the standards of progress and attendance that apply to all veterans under Chapter 106, 30, 32, 34, and 35 of Title 38 is available to each student. A copy can be obtained from the Academic Dean's Office. This statement of revised standards of progress and attendance was approved by the State Approving Agency on August 24, 1987, and was implemented beginning with the fall semester of 1987. The statement is in compliance with VA Regulation 14253 (D).



## CLUBS AND ORGANIZATIONS

Co curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

**Band.** Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

**Baptist Student Union (BSU).** The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.

**Cheerleaders.** The purpose of the cheerleaders is to promote school spirit and interest in athletics. They consist of eight cheerleaders along with Bully and Ms. Bully mascots. They are selected in tryouts held in the spring.

**Chess Club.** Organized to promote the game of chess at Holmes Community College; meetings are held regularly, and membership is open to all students and faculty members.

**Choir.** The choir is known for its high standards of excellence. Membership is by audition and is open to all students.

**Coachmen.** A vocal ensemble that performs popular and sacred music. Many concerts are given in district high schools and churches throughout the year. Membership is by audition and is open to HCC choir members.

**College Republican Club** purposes to provide students interested in political affairs and republican beliefs with the opportunity to meet and discuss interests. The club will serve the History, Political Science, and government departments by getting more students involved with political affairs and government. The club hopes to get more college students interested in getting involved with how their nation is to be run by voting in national and local elections. The club plans to meet during 7th period every first Wednesday in each month.

**Collegiate Service Club.** The HCC Collegiate Service Club is a service organization designed to promote better citizenship in the home, school, and country. The club sponsors a variety of service projects for the benefit of students and organizations serving the Holmes Community College District.

**Cosmetology Club.** The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

**The Creative Arts Club.** Organized to provide an outlet for students to express themselves creatively as writers, musicians, artists, photographers, editors, actors, and dancers. This club also welcomes those who enjoy these and other inventive arts and delight in being an appreciative audience for those who are creative.

**Delta Epsilon Chi (DECA).** Delta Epsilon Chi is an organization for students majoring in Fashion Merchandising, Marketing and Cooperative Education. Activities include emphasis on leadership development, social intelligence, civic consciousness, and vocational understanding. Students attend seminars and state and national conferences.

**Delta Psi Omega.** Delta Psi Omega is the national honorary dramatics fraternity in junior colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

**Fellowship of Christian Athletes.** Membership is open to all athletes, both those currently active and those not participating on an organized team. Dedicated to promoting Christian ideas both on and off the field of play.

**Holme-Towne Players.** This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

**Industrial Education Club.** The purpose of the club is to promote good Industrial Education public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Industrial Education majors, Engineering Technology majors and minors.

**Math and Combined Sciences Club.** MACS is an organization of students interested in the areas of math, biology, zoology, chemistry, physics, and computer science. Its purpose is to provide a social gathering for those interested in these areas. The club sponsors activities, events, lectures, and programs that are open to all students taking upper math or science courses. All students are welcome to attend MACS meetings.

**PASTE-Preschool Association of Students, Teachers, and Educators.** The purpose of this club is to work for the best opportunities for young children and to work for improved educational standards and a

better quality of life for every child. Membership is open to all persons engaged in the education of young children or those interested in child development.

**Phi Beta Lambda.** Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students who are interested in a career in business.

**Phi Theta Kappa.** Phi Theta Kappa is the national scholastic honor society for junior colleges. Its purpose is to recognize intellectual achievement, and to promote character, leadership, and friendship among junior college students. Membership is by invitation and is conferred on those who "establish academic excellence," by having grades in the top ten per cent of the student body.

**Religious Clubs.** The BSU, the COGIC, the Wesley Foundation, and Vespers aim to foster Christian faith and growth. All students are welcome at meetings and activities.

**Student Government Association.** Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

**Student Nurses' Organization.** This is a chapter of the National Student Nurses' Association. Among other purposes, the organization represents professional nursing students to the school administration, and to other campus organizations. Nursing students are encouraged to join and participate in this organization through which they can receive support through-out their nursing education. Membership is open to students enrolled in clinical nursing courses.

**Vocational Industrial Clubs of America (VICA).** Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

## PUBLICATIONS

**The Growl**, official newspaper of the student body, is published nine times a year. Its purposes are to disseminate information and news, and to serve as a workshop and laboratory for students interested in newspaper journalism.

Students interested in such work should make it known to the administration upon entering school so that the sponsor of *The Growl* can have this information as soon as possible.

**The Horizons** is the annual yearbook of Holmes Community College and is published by a staff of students. Those who have had experience

in the publication of high school annuals are urged to join the staff. Inexperienced students are welcome and can make a contribution toward the publication of the yearbook.

**Reflections**, published once each year, includes the best creative work submitted by Holmes students, faculty, staff, alumni. Work appearing in *Reflections* is judged by the members of Holmes Community College English Department and a panel of students on the *Reflections* staff.



# PROGRAMS OF STUDY

## ACADEMIC EDUCATION

A Holmes Community College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outlined on the following pages. By proper selection of his courses, he may meet the lower division requirements of many other academic majors.

## ACADEMIC EDUCATION PROGRAMS GOODMAN CAMPUS

AGRICULTURE	PRE-MEDICAL & PRE-DENTAL
BIOLOGICAL SCIENCE	PRE-MEDICAL TECHNOLOGY
BUSINESS ADMINISTRATION/ ACCOUNTING	PRE-NURSING (B.S.)
COMPUTER SCIENCE	PRE-PHARMACY
ENGINEERING	PRE-PHYSICAL THERAPY
ELEMENTARY EDUCATION	PRE-RESPIRATORY THERAPY
FORESTRY AND WILDLIFE	PRE-VETERINARY
INDUSTRIAL TECHNOLOGY	SECONDARY EDUCATION
LIBERAL ARTS CORE	BIOLOGY/SCIENCE
MATHEMATICS	BUSINESS
MATHEMATICS & COMPUTER SCIENCE	ENGLISH/SOCIAL SCIENCE
PRE-CYTOTECHNOLOGY	INDUSTRIAL ARTS
PRE-DENTAL HYGIENE	MATHEMATICS
PRE-HEALTH RECORD ADMINISTRATION	MUSIC-INSTRUMENT
	MUSIC-PIANO
	MUSIC-VOICE
	PHYSICAL EDUCATION

## \*GRENADE CENTER

Associate Degree Nursing, other basic academic courses.

## \*RIDGE LAND CAMPUS

Many basic academic courses.

\*A student interested in attending one of these locations should contact a counselor prior to the beginning of the term for a schedule of the classes.

## PROGRAMS OF STUDY

### Agriculture

#### First Year

##### First Semester

English	
Composition I .....	ENG 1113
General	
Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
Botany I .....	BIO 1313
College Algebra .....	MAT 1313
American National	
Government .....	PSC 1113
Physical Education .....	1
Total	17 hrs.

##### Second Semester

English	
Composition II .....	ENG 1123
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Botany II .....	BIO 1323
*Math .....	3
Oral Communication	SPT 1113
Physical Education .....	1
Total	17 hrs.

#### Second Year

Because of the large number of majors available in agriculture, it is not feasible to suggest a core curriculum for the sophomore year. Students should select a minimum of 30 semester hours using a senior college catalog as a guide (See basic core on page 43)

\*MAT 1323 - Trigonometry or MAT 1333 - Finite Math.

## Biological Science

### First Year

#### First Semester

English	
Composition I .....	ENG 1113
General	
Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I.....	CHE 1211
Social Studies/	
Behav. Science .....	3
Foreign Language .....	3
College Algebra .....	MAT 1313
Physical Education .....	1
Total	17 hrs.

#### Second Semester

English	
Composition II ....	ENG 1123
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Fine Arts .....	3
Foreign Language .....	3
Trigonometry .....	MAT 1323
Physical Education .....	1
Total	17 hrs.

### Second Year

#### First Semester

Organic	
Chemistry I .....	CHE 2424
Foreign Language .....	3
Zoology I .....	BIO 2414
Microbiology .....	BIO 2924
Total	15 hrs.

#### Second Semester

Organic	
Chemistry II .....	CHE 2434
Foreign Language .....	3
Zoology II .....	BIO 2424
Oral	
Communication ..	SPT 1113
Elective .....	1
Total	15 hrs.

**Business Administration/Accounting**  
**First Year**

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II .... ENG 1123
History ..... 3	History ..... 3
Behavioral	Fine Arts ..... 3
Science ..... 3	Finite Mathematics .. MAT 1333
College Algebra ..... MAT 1313	American National
Oral	Government ..... PSC 1113
Communication .... SPT 1113	or Oral
or American National	Communication .. SPT 1113
Government ..... PSC 1113	Physical Education ..... 1
Physical Education ..... 1	Total
Total	16 hrs.

**Second Year**

First Semester	Second Semester
Science ..... 3	Literature ..... 3
Principles of	Science ..... 3
Economics I ..... ECO 2113	Principles of
Business Law I ..... BAD 2413	Economics II ..... ECO 2123
Principles of	Business Statistics .. BAD 2323
Accounting I ..... ACC 1213	Principles of
Elective ..... 1	Accounting II..... ACC 1223
Total	Elective ..... 1
	Total
	16 hrs.

## Computer Science

### First Year

#### Fall Semester

##### English

Composition I ..... ENG 1113

##### General

Chemistry I ..... CHE 1213

Foreign Language ..... 3

History ..... 3

Calculus I ..... MAT 1613

##### Intro. to Computer

Concepts ..... CSC 1113

Total ..... 18 hrs.

#### Second Semester

##### English

Composition II ..... ENG 1123

Calculus II ..... MAT 1623

Foreign Language ..... 3

Zoology I ..... BIO 2414

##### American National

Government ..... PSC 1113

##### Computer

Programming I ..... CSC 1613

Total ..... 19 hrs.

### Second Year

#### First Semester

##### Computer

Programming II ..... CSC 2623

Calculus III ..... MAT 2613

Foreign Language ..... 3

Gen. Physics I ..... PHY 2414

Fine Arts ..... 3

Total ..... 16 hrs.

#### Second Semester

##### Oral

Communication ..... SPT 1113

Foreign Language ..... 3

Gen. Physics II ..... PHY 2424

##### Intro. to

File Processing ..... CSC 2713

##### Intro. to Computer

Systems ..... CSC 2543

Total ..... 16 hrs.

## Elementary Education

### First Year

#### First Semester

English	
Composition I ....	ENG 1113
History .....	3
The Real	
Number System ..	MAT 1723
Biological Science .....	3
American National	
Government .....	PSC 1113
Physical Education .....	1
Total	16 hrs.

#### Second Semester

English	
Composition II ....	ENG 1123
Oral Communication	SPT 1113
Geometry, Measurement	
and Probability ....	MAT 1733
Personal and Community	
Health I .....	HPR 1213
Elective .....	3
Physical Education .....	1
Total	16 hrs.

### Second Year

#### First Semester

Literature .....	3
Child Psychology .....	EPY 2513
World Geography ....	GEO 1113
College Algebra .....	MAT 1313
Physical Science	
Survey I .....	PHY 2243
Elective .....	1
Total	16 hrs.

#### Second Semester

Fine Arts .....	3
Introduction to	
Sociology .....	SOC 2113
Elective .....	3
Intro. to Computer	
Concepts .....	CSC 1113
Electives .....	4
Total	16 hrs.

**\*Engineering**  
**First Year**

First Semester	Second Semester
<b>English</b>	<b>American National</b>
Composition I ..... ENG 1113	Government ..... PSC 1113
<b>General</b>	<b>General</b>
Chemistry I ..... CHE 1213	Chemistry II ..... CHE 1223
<b>General Chemistry</b>	<b>General Chemistry</b>
Laboratory I ..... CHE 1211	Laboratory II ..... CHE 1221
<b>Graphic</b>	<b>*Elective</b> ..... 3
Communication I .. GRA 1143	Calculus II ..... MAT 1623
<b>Trigonometry</b> ..... MAT 1323	<b>English</b>
<b>Calculus I</b> ..... MAT 1613	Composition II .... ENG 1123
<b>Total</b>	<b>Total</b>
16 hrs.	16 hrs.

**Second Year**

First Semester	Second Semester
Physics I ..... PHY 2414	Physics II ..... PHY 2424
Calculus III ..... MAT 2613	Calculus IV ..... MAT 2623
Literature ..... 3	<b>Oral</b>
FORTRAN Programming & Applications ..... CSC 2323	Communication .. SPT 1113
<b>*Principles of</b> Economics I ..... ECO 2113	<b>*Electives</b> ..... 3
<b>Total</b>	<b>Differential</b>
16 hrs.	Equations ..... MAT 2913
	<b>Total</b>
	16 hrs.

\*Check senior college catalog for proper course. Where Organic Chemistry is required Economics I will not be taken.

## Forestry and Wildlife

### First Year

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II .... ENG 1123
College Algebra ..... MAT 1313	Trigonometry ..... MAT 1323
General	General
Chemistry I ..... CHE 1213	Chemistry II ..... CHE 1223
General Chemistry	General Chemistry
Laboratory I ..... CHE 1211	Laboratory II ..... CHE 1221
Botany I ..... BIO 1313	Botany II ..... BIO 1323
Social Science ..... 3	Social Science ..... 3
Physical Education ..... 1	Physical Education ..... 1
Total	Total
17 hrs.	17 hrs.

### Second Year

First Semester	Second Semester
General	Principles of
Physics I ..... PHY 2414	Economics II ..... ECO 2123
Principles of	Fine Arts ..... 3
Economics I ..... ECO 2113	Oral
Calculus IA ..... MAT 1613	Communication ... SPT 1113
*Organic Chemistry I	Zoology I ..... BIO 2414
or elective ..... CHE 2424	Humanities
Total	elective ..... 3
14 hrs.	Total
	16 hrs.

\*CHE 2424 required for Wildlife Option. Forestry majors should consult catalog before selecting electives.

Forestry and Wildlife majors must complete a special, eight-week summer session between the sophomore and junior years. Completion of the special summer session is prerequisite to enrollment in junior level professional courses in forestry. Transfer students should contact the forestry department at Mississippi State University during the month of February preceding completion of their fourth semester of college in order to arrange for attending the summer session.

## Industrial Technology

### First Year

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II .... ENG 1123
Graphic	Technology Graphics GRA 1153
Communications .. GRA 1143	History & Appreciation
Wood Technology ..... IED 1213	of the Artcrafts ..... IED 2413
College Algebra..... MAT 1313	Trigonometry ..... MAT 1323
General	General
Chemistry I ..... CHE 1213	Chemistry II ..... CHE 1223
Elective .....	Elective .....
Total	Total
16 hrs.	16 hrs.

### Second Year

First Semester	Second Semester
General Physics I .... PHY 2414	General Physics II .. PHY 2424
Calculus IA ..... MAT 1613	Forging & Welding .... IED 2323
General Metal Work .. IED 2312	Oral
History ..... 3	Communication .. SPT 1113
*Restricted Elective ..... 4	General
Total	Psychology ..... PSY 1513
16 hrs.	*Restricted Electives ..... 3
	Total
	16 hrs.

#### \*Restricted Electives (Approved by Advisor)

Business Statistics .....	BAD 2323
Business Law I .....	BAD 2413
Introduction to Computer Concepts.....	CSC 1113
(If computing Sub CSC 1613 or CSC 2623)	
Principles of Economics I (Macroeconomics) .....	ECO 2113
Humanities Electives .....	3

## Liberal Arts Core Curriculum First Year

### First Semester

English	
Composition I .....	ENG 1113
Foreign Language .....	3
College Algebra .....	MAT 1313
Oral Communication, or	
Music Appreciation .....	3
American Nat. Government	
or Introduction to	
Sociology .....	3
Physical Education .....	1
Total	16 or 17 hrs.

### Second Semester

English	
Composition II ....	ENG 1123
Foreign Language .....	3
Math or Science .....	(3 or 4)
Oral Communication, or	
Music Appreciation .....	3
American Nat. Government	
or Introduction to	
Sociology .....	3
Physical Education .....	1
Total	16 or 17 hrs.

### Second Year

### First Semester

Literature .....	3
Foreign Language .....	3
Principles of	
Economics I .....	ECO 2113
History .....	3
Laboratory Science .....	(3 or 4)
Total	15 or 16 hrs.

### Second Semester

Literature .....	3
Foreign Language .....	3
General	
Psychology I .....	PSY 1513
History .....	3
Laboratory Science .....	(3 or 4)
Total	15 or 16 hrs.

Some universities require two semester sequences in mathematics, natural sciences, and social sciences. Students should check the university catalog for proper course selection.

# **Mathematics Major (Non-Education Major) First Year**

First Semester	Second Semester
English	English
Composition ..... ENG 1113	Composition ..... ENG 1123
Calculus I ..... MAT 1613	Calculus II ..... MAT 1623
General	General
Chemistry I ..... CHE 1213	Chemistry II ..... CHE 1223
General Chemistry	General Chemistry
Laboratory I ..... CHE 1211	Laboratory II ..... CHE 1221
Foreign Language ..... 3	Foreign Language ..... 3
History ..... 3	Computer
Total	Programming I ... CSC 1613
	American Gov't ..... PSC 1113
	Total 19 Hrs.

## Second Year

First Semester		Second Semester	
Literature .....	3	Literature .....	3
Calculus III .....	MAT 2613	Calculus IV .....	MAT 2623
Foreign Language .....	3	Foreign Language .....	3
General		General	
Physics* .....	PHY 2414	Physics .....	PHY 2414
Oral		Differential	
Communications ..	SPT 1113	Equations .....	MAT 2913
Total	16 Hrs.	Total	16 Hrs.

\*Student is encouraged to correspond with his chosen senior college on acceptance of PHY 2414 and PHY 2424.

**Electrical & Computer Science**  
**First Year**

**First Semester**

<b>English</b>	
Composition .....	ENG 1113
Calculus I .....	MAT 1613
<b>General</b>	
Chemistry I .....	CHE 1213
<b>General Chemistry</b>	
Laboratory I .....	CHE 1211
Foreign Language .....	3
<b>Intro. to Computer</b>	
Concepts .....	CSC 1113
<b>Total</b>	16 Hrs.

<b>English</b>	
Composition .....	ENG 1113
Calculus II .....	MAT 1623
<b>General</b>	
Chemistry II .....	CHE 1223
<b>General Chemistry</b>	
Laboratory II .....	CHE 1221
Foreign Language .....	3
<b>Computer</b>	
Programming I ....	CSC 1613
<b>Total</b>	16 Hrs

**Second Year**

**First Semester**

<b>Literature .....</b>	3
Calculus III .....	MAT 2613
History .....	3
Fine Arts .....	3
Foreign Language .....	3
<b>Computer</b>	
Programming II ....	CSC 2623
<b>Total</b>	18 Hrs.

**Second Semester**

<b>Calculus IV .....</b>	MAT 2623
Differential Equations .....	MAT 2913
<b>Oral Communication .....</b>	SPT 1113
Foreign Language .....	3
<b>Intro. to File Process ...</b>	CSC 2713
<b>Introduction to Computer Systems</b>	CSC 2543
<b>Total</b>	18 Hrs

## Pre-Cytotechnology

### First Year

#### First Semester

##### English

Composition I ..... ENG 1113

Zoology I ..... BIO 2414

##### General

Chemistry I ..... CHE 1213

##### General Chemistry

Laboratory I ..... CHE 1211

College Algebra ..... MAT 1313

##### \*Psychosocial

Elective ..... 3

Total

17 hrs.

#### Second Semester

##### English

Composition II ..... ENG 1123

Zoology II ..... BIO 2424

##### General

Chemistry II ..... CHE 1223

##### General Chemistry

Laboratory II ..... CHE 1221

Trigonometry ..... MAT 1323

Oral Communication ..... SPT 1113

Total

17 hrs.

### Second Year

#### First Semester

##### Organic

Chemistry I ..... CHE 2424

##### Anatomy &

Physiology I ..... BIO 1514

Microbiology ..... BIO 2924

Humanities ..... 3

Total

15 hrs.

#### Second Semester

##### Organic

Chemistry II ..... CHE 2434

##### Anatomy &

Physiology II ..... BIO 1524

Humanities ..... 3

Fine Arts ..... 3

Elective ..... 3

Total

17 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students should consult the most recent Medical Center catalog when planning their schedule. Students must complete all admission requirements before transferring.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*Select from Psychology, Sociology, Economics, Political Science, or Geography.

## Pre-Dental Hygiene

### First Year

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II .... ENG 1123
Zoology I ..... BIO 2414	Zoology II ..... BIO 2424
Principles of	Introduction Organic
Chemistry I ..... CHE 1314	& Biochemistry .... CHE 1414
General	Child or Adolescent
Psychology I ..... PSY 1513	Psychology ..... 3
College Algebra ..... MAT 1313	Introduction to
Total	Sociology ..... SOC 2113
	Total
	17 hrs.
	17 hrs.

### Second Year

First Semester	Second Semester
Anatomy &	Anatomy &
Physiology I ..... BIO 1514	Physiology II ..... BIO 1524
Microbiology ..... BIO 2924	Humanities
Humanities	Elective ..... 3
Elective ..... 3	Elective ..... 3
Psychosocial	Fine Arts ..... 3
Elective ..... 3	Psychosocial
Oral	Electives ..... 6
Communication	Total
Total	16 hrs.
	17 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

## Pre-Health Record Administration

### First Year

First Semester	Second Semester
<b>English</b>	<b>English</b>
Composition I ..... ENG 1113	Composition II .... ENG 1123
Zoology I ..... BIO 2414	Zoology II ..... BIO 2424
<b>General</b>	<b>Advanced Math -</b>
Psychology I ..... PSY 1513	Suggested ..... MAT 1333
College Algebra ..... MAT 1313	Fine Arts ..... 3
Electives ..... 4	Elective ..... 3
<b>Total</b>	<b>Total</b>
17 hrs.	16 hrs.

### Second Year

First Semester	Second Semester
<b>Anatomy &amp; Physiology I</b> ..... BIO 1514	<b>Anatomy &amp; Physiology II</b> ..... BIO 1524
<b>Principle of Accounting I</b> ..... ACC 1213	<b>Principle of Accounting II</b> ..... ACC 1223
<b>Humanities</b>	<b>Humanities</b>
Elective ..... 3	Elective ..... 3
<b>*Principle of Management</b> ..... TDM 2323	<b>Oral</b>
<b>Introduction to Computer Concepts</b> ..... CSC 1113	Communication .. SPT 1113
<b>Total</b>	Elective ..... 3
16 hrs.	<b>Total</b>
	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions and the School of Nursing at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*May be taken by correspondence if not available at your campus.

**Pre-Medical and Pre-Dental  
First Year**

**First Semester**

English	
Composition I .....	ENG 1113
Gen. Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
College Algebra .....	MAT 1313
Zoology I .....	BIO 2414
Foreign Language .....	3
Physical Education .....	1
Total	18 hrs.

**Second Semester**

English	
Composition II ....	ENG 1123
General	
Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
Zoology II .....	BIO 2424
Foreign Language .....	3
Physical Education .....	1
Total	18 hrs.

**Second Year**

**First Semester**

Organic	
Chemistry I .....	CHE 2424
General Physics I ....	PHY 2414
Social Studies/	
Behavior Science .....	3
Foreign Language .....	3
Total	14 hrs.

**Second Semester**

Organic	
Chemistry II .....	CHE 2434
Gen. Physics II .....	PHY 2424
Oral	
Communication ....	SPT 1113
Foreign Language .....	3
Total	14 hrs.

## Pre-Medical Technology

### First Year

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II ..... ENG 1123
Zoology I ..... BIO 2414	Zoology II ..... BIO 2424
Gen. Chemistry I ..... CHE 1213	Gen. Chemistry II .... CHE 1223
General Chemistry	General Chemistry
Laboratory I ..... CHE 1211	Laboratory II ..... CHE 1221
General	Trigonometry ..... MAT 1323
Psychology I ..... PSY 1513	Introduction to
College Algebra ..... MAT 1313	Sociology ..... SOC 2113
Total	Total
	17 hrs.
	17 hrs.

### Second Year

First Semester	Second Semester
Anatomy & Physiology I ..... BIO 1514	Anatomy & Physiology II ..... BIO 1524
Organic Chemistry I ..... CHE 2424	Organic Chemistry II ..... CHE 2434
Humanities	Humanities
Elective ..... 3	Elective ..... 3
Microbiology ..... BIO 2924	Oral Communication .. SPT 1113
Total	Fine Arts ..... 3
	Total
	17 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

## Pre-Nursing (B.S.)

### First Year

#### First Semester

English	
Composition I .....	ENG 1113
Zoology I .....	BIO 2414
*Chemistry .....	4
General	
Psychology I .....	PSY 1513
College Algebra .....	MAT 1313
Total	17 hrs.

#### Second Semester

English	
Composition II ....	ENG 1123
Zoology II .....	BIO 2424
*Chemistry .....	4
Oral	
Communication ..	SPT 1113
Introduction to	
Sociology .....	SOC 2113
Total	17 hrs.

### Second Year

#### First Semester

Anatomy &	
Physiology I .....	BIO 1514
Psychosocial	
Sciences .....	6
Humanities	
Elective .....	3
Microbiology .....	BIO 2924
Total	17 hrs.

#### Second Semester

Anatomy &	
Physiology II .....	BIO 1524
Psychosocial	
Sciences .....	6
Humanities or	
Fine Arts .....	3
Fine Arts .....	3
Total	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions and the School of Nursing at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*CHE 1314, 1414 or CHE 1213, 1223 with labs. Students must complete both courses of one sequence.

## Pre-Pharmacy

### First Year

#### First Semester

##### English

Composition I .....	ENG 1113
Gen. Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
College Algebra .....	MAT 1313
Zoology I .....	BIO 2414
*Elective .....	3
Total .....	17 hrs.

#### Second Semester

##### English

Composition II .....	ENG 1123
Gen. Chemistry II .....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
*Elective .....	3
Zoology II .....	BIO 2424
Total .....	17 hrs.

### Second Year

#### First Semester

##### Organic

Chemistry I .....	CHE 2424
Gen. Physics I .....	PHY 2414
Principles of	
Accounting I .....	ACC 1213
*Electives .....	3
Microbiology .....	BIO 2924
Total .....	18 hrs.

#### Second Semester

##### Organic

Chemistry II .....	CHE 2434
Gen. Physics II .....	PHY 2424
*Electives .....	6
Oral	
Communication ..	SPT 1113
Total .....	17 hrs.

\*The total fifteen (15) semester hours of electives are to be selected from the areas of social science, behavioral science, humanities, and fine arts to include: (A) nine (9) hours in humanities and fine arts (at least one course must be in humanities and one in fine arts), and (B) six (6) hours in social and/or behavioral sciences.

## Pre-Physical Therapy

### First Year

#### First Semester

English	
Composition I .....	ENG 1113
Zoology I .....	BIO 2414
Gen. Chemistry I .....	CHE 1213
General Chemistry	
Laboratory I .....	CHE 1211
General	
Psychology I .....	PSY 1513
College Algebra .....	MAT 1313
Total	17 hrs.

#### Second Semester

English	
Composition II ....	ENG 1123
Zoology II .....	BIO 2424
Gen. Chemistry II ....	CHE 1223
General Chemistry	
Laboratory II .....	CHE 1221
Trigonometry .....	MAT 1323
Child or Adolescent	
Psychology .....	3
Total	17 hrs.

### Second Year

#### First Semester

Anatomy &	
Physiology I .....	BIO 1514
General Physics I ....	PHY 2414
Humanities	
Elective .....	3
Fine Arts .....	3
*Social Science	
Elective .....	3
Total	17 hrs.

#### Second Semester

Anatomy &	
Physiology II .....	BIO 1524
General Physics II ....	PHY 2424
Humanities	
Elective .....	3
Oral	
Communication ....	SPT 1113
Total	14 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*Select from Sociology, Economics, Political Science, or History.

## Pre-Respiratory Therapy

### First Year

First Semester	Second Semester
<b>English</b>	
Composition I ..... ENG 1113	Composition II .... ENG 1123
Zoology I ..... BIO 2414	Zoology II ..... BIO 2424
<b>Principles of Chemistry I</b> ..... CHE 1314	<b>Introduction Organic &amp; Biochemistry</b> .... CHE 1414
<b>General Psychology I</b> ..... PSY 1513	<b>Trigonometry</b> ..... MAT 1323
College Algebra ..... MAT 1313	<b>*Psychosocial Elective</b> ..... 3
Total	Total
	17 hrs.
	17 hrs.

### Second Year

First Semester	Second Semester
<b>Anatomy &amp; Physiology I</b> ..... BIO 1514	<b>Anatomy &amp; Physiology II</b> ..... BIO 1524
Microbiology ..... BIO 2924	Humanities Elective ..... 3
<b>Humanities Elective</b> ..... 3	<b>Fine Arts</b> ..... 3
General Physics ..... PHY 2414	<b>Oral Communication</b> .. SPT 1113
Total	<b>Elective</b> ..... 3
	Total
	15 hrs.
	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

\*Select from History, Sociology, Economics, Political Science, or Geography.

## Pre-Veterinary

### First Year

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II ..... ENG 1123
General	General
Chemistry I ..... CHE 1213	Chemistry II ..... CHE 1223
General Chemistry	General Chemistry
Laboratory I ..... CHE 1211	Laboratory II ..... CHE 1221
College Algebra ..... MAT 1313	Trigonometry ..... MAT 1323
Zoology I ..... BIO 2414	Elective ..... 3
*Social/Behavioral	*Social/Behavioral
Science ..... 3	Science ..... 3
Total	Total
	16 hrs.

### Second Year

First Semester	Second Semester
Organic	Organic
Chemistry I ..... CHE 2424	Chemistry II ..... CHE 2434
Gen. Physics I ..... PHY 2414	Elective ..... 3
Oral	*Humanities ..... 3
Communication .... SPT 1113	*Fine Arts ..... 3
Microbiology ..... BIO 2924	Intro. to Computer
*Humanities ..... 3	Concepts ..... CSC 1113
Total	Total
	16 hrs.

\*To be selected from courses that meet the core curriculum requirements at Mississippi State University.

**Seconday Education**  
**\*Biology/Science Majors**  
**First Year**

First Semester	Second Semester
<b>English</b>	<b>English</b>
Composition I ..... ENG 1113	Composition II .... ENG 1123
College Algebra ..... MAT 1313	Trigonometry ..... MAT 1323
Gen. Chemistry I ..... CHE 1213	Gen. Chemistry II .... CHE 1223
General Chemistry	General Chemistry
Laboratory I ..... CHE 1211	Laboratory II ..... CHE 1221
History ..... 3	History ..... 3
Botany I ..... BIO 1313	Botany II ..... BIO 1323
Total	Total
	16 hrs.
	16 hrs.

**Second Year**

First Semester	Second Semester
Literature ..... 3	Intro. to Computer
Zoology I ..... BIO 2414	Concepts ..... CSC 1113
Elective ..... 3	Zoology II ..... BIO 2424
General	Oral
Psychology I ..... PSY 1513	Communication .. SPT 1113
Fine Arts ..... 3	Adolescent
Total	Psychology ..... EPY 2523
	Personal and Comm.
	Health I ..... HPR 1213
	Total
	16 hrs.

\*By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.

**Secondary Education**  
**Business Education**  
**First Year**

First Semester		Second Semester
<b>English</b>		<b>English</b>
Composition I ..... ENG 1113		Composition II .... ENG 1123
<b>General</b>		<b>Adolescent</b>
Psychology I ..... PSY 1513		Psychology ..... PSY 2523
History ..... 3		History ..... 3
College Algebra ..... MAT 1313		<b>Principles of</b>
Music		Accounting I ..... ACC 1213
Appreciation ..... MUS 1113		American National
<b>Physical Education</b> .....	1	Government ..... PSC 1113
<b>Total</b>	16 hrs.	Physical Education ..... 1
		<b>Total</b> 16 hrs.

First Semester		Second Year	Second Semester
<b>Principles of</b>		<b>Oral</b>	
Accounting II ..... ACC 1223		Communication .. SPT 1113	
<b>Principles of</b>		Personal and Community	
Economics I ..... ECO 2113		Health I ..... HPR 1213	
<b>Elective</b> .....	1	Elective ..... 1	
Botany I ..... BIO 1313		Zoology I ..... BIO 2414	
Literature ..... 3		Literature ..... 3	
Survey I ..... PHY 2213		Science ..... 3	
<b>Total</b>	16 hrs.	<b>Total</b>	17 hrs.

**Secondary Education**  
**English, Social Science, and Library Science**  
**First Year**

First Semester	Second Semester
<b>English</b>	
Composition I ..... ENG 1113	Composition II .... ENG 1123
<b>Western</b>	<b>Western</b>
Civilization I..... HIS 1113	Civilization II ..... HIS 1123
<b>World Geography (GEO 1113</b>	<b>Fine Arts</b> ..... 3
or Introduction to	
Sociology (SOC 2113) ..... 3	<b>Oral</b>
<b>General</b>	Communication .. SPT 1113
Psychology I ..... PSY 1513	<b>American National</b>
College Algebra ..... MAT 1313	Government ..... PSC 1113
Physical Education ..... 1	Physical Education ..... 1
Total	Total
	16 hrs.

**Second Year**

First Semester	Second Semester
Literature ..... 3	Literature ..... 3
Science ..... 3	Botany I ..... BIO 1313
Elective ..... 1	American History II ... HIS 2223
American History I..... HIS 2213	Adolescent
Personal and Community	
Health I ..... HPR 1213	Psychology ..... EPY 2523
Math or Science	Electives ..... 4
Elective ..... 3	Total
Total	16 hrs.

Students should select courses for each of the above majors by using a catalog from the senior college they plan to transfer to as their guide.

**Secondary Education**  
**Industrial Arts**  
**First Year**

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II .... ENG 1123
Graphic	Technology
Communications .. GRA 1143	Graphics ..... GRA 1153
Wood Technology ..... IED 1213	History and Appreciation
College Algebra..... MAT 1313	of the Artcrafts ..... IED 2413
General	Trigonometry ..... MAT 1323
Psychology I ..... PHY 1513	Math/Science Elective ..... 3
Elective ..... 1	Elective ..... 1
Total	Total
	16 hrs.
	16 hrs.

**Second Year**

First Semester	Second Semester
General Metal Work .. IED 2312	Forging & Welding .... IED 2323
History ..... 3	History ..... 3
Natural Science	Natural Science with Lab..... 4
with Lab ..... 4	American
Intro. to Computer	National Govt..... PSC 1113
Concepts..... CSC 1113	*Restricted Electives ..... 4
Oral	Total
Communication .... SPT 1113	17 hrs.
Total	
	15 hrs.

\*Selected with advisor's approval

**Secondary Education  
Mathematics Majors  
First Year**

First Semester	Second Semester
<b>English</b>	
Composition I ..... ENG 1113	Composition II .... ENG 1123
College Algebra ..... MAT 1313	Trigonometry ..... MAT 1323
History ..... 3	History ..... 3
Fine Arts ..... 3	General
Biological Science ..... 3	Psychology I ..... PSY 1513
Physical Education ..... 1	Biological Science ..... 3
<b>Total</b>	<b>Physical Education ..... 1</b>
<b>16 hrs.</b>	<b>Total</b>
	<b>16 hrs.</b>

**Second Year**

First Semester	Second Semester
<b>Intro. to Computer Concepts</b> ..... CSC 1113	<b>Literature</b> ..... 3
Calculus IA ..... MAT 1613	Calculus IIA ..... MAT 1623
<b>Oral Communication</b> .... SPT 1113	Adolescent
Personal and Community Health I ..... HPR 1213	Psychology ..... EPY 2523
*Physical Science ..... 3 or 4	American National
<b>Total</b>	Government ..... PSC 1113
<b>16 hrs.</b>	*Physical Science ..... 3 or 4
	<b>Total</b>
	<b>16 hrs.</b>

\*PHY 2414 and PHY 2424 are suggested to meet the physical science requirements.

The College offers three options: 1) Secondary Education — first two years leading to a Mathematics Education Degree. 2) Mathematics Major —first two years leading to a Bachelor of Science or Bachelor of Arts. 3) Mathematics and Computer Science — first two years leading to a double major in mathematics and computer science.

**Secondary Education**  
**Music—Instrument Majors**  
**First Year**

First Semester	Second Semester
<b>English</b>	<b>English</b>
Composition I ..... ENG 1113	Composition II .... ENG 1123
Music Theory I ..... MUS 1214	Music Theory II ..... MUS 1224
College Algebra ..... MAT 1313	History ..... 3
Major Instrument I ..... 2	Major Instrument II ..... 2
Class Piano I ..... MUA 1511	Class Piano II ..... MUA 1521
Band I ..... MUO 1111	Band II ..... MUO 1121
Oral Communication SPT 1113	<b>General</b>
Total	Psychology I ..... PSY 1513
17 hrs.	Elective ..... 1
	Total
	18 hrs.

**Second Year**

First Semester	Second Semester
Elective ..... 1	Elective ..... 1
Literature ..... 3	Literature ..... 3
Music Theory III ..... MUS 2214	Music Theory IV ..... MUS 2224
Major Instrument III ..... 2	Major Instrument IV ..... 2
Class Piano III ..... MUA 2511	Class Piano IV ..... MUA 2521
Band III ..... MUO 2111	Band IV ..... MUO 2121
Music Literature ..... MUS 2413	Elective ..... 3
Lab Science ..... 3	Lab Science ..... 3
Total	Total
17 hrs.	17 hrs.

Participation in Band is required each semester. Instrumental majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

**Secondary Education  
Music—Piano Majors  
First Year**

First Semester	Second Semester
<b>English</b>	
Composition I .... ENG 1113	Composition II .... ENG 1123
Music Theory I ..... MUS 1214	Music Theory II ..... MUS 1224
College Algebra ..... MAT 1313	History ..... 3
<b>Piano for Music</b>	<b>Piano for Music</b>
Majors I ..... MUA 1573	Majors II ..... MUA 1583
Class Voice I ..... MUA 1711	Class Voice II ..... MUA 1721
Oral Communication SPT 1113	General
<b>Total</b>	<b>Psychology I ..... PSY 1513</b>
	<b>Total</b> 17 hrs.

**Second Year**

First Semester	Second Semester
Literature ..... 3	Literature ..... 3
Music Theory III .... MUS 2214	Music Theory IV .... MUS 2224
<b>Piano for Music</b>	<b>Piano for Music</b>
Majors III ..... MUA 2573	Majors IV ..... MUA 2583
Music Literature ..... MUS 2413	Elective ..... 3
Lab Science ..... 3	Lab Science ..... 3
<b>Total</b>	<b>Total</b> 15 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

\*Select from Economics, Political Science, or Sociology, Philosophy.

**Secondary Education  
Music—Voice Majors**

**First Year**

**First Semester**

English	
Composition I .....	ENG 1113
Music Theory I .....	MUS 1214
College Algebra .....	MAT 1313
Voice for Music Education	
Majors I .....	MUA 1772
Class Piano I .....	MUA 1511
Choir I .....	MUO 1211
Oral Communication	SPT 1113
Total	17 hrs.

**Second Semester**

English	
Composition II ....	ENG 1123
Music Theory II .....	MUS 1224
History .....	3
Voice for Music Education	
Majors II .....	MUA 1782
Class Piano II .....	MUA 1521
Choir II .....	MUO 1221
General	
Psychology I .....	PSY 1513
Total	17 hrs.

**Second Year**

**First Semester**

Elective .....	1
Literature .....	3
Music Theory III .....	MUS 2214
Voice for Music Education	
Majors III .....	MUA 2772
Class Piano III .....	MUA 2511
Choir III .....	MUO 2211
Music Literature .....	MUS 2413
Lab Science .....	3
Total	17 hrs.

**Second Semester**

Elective .....	1
Literature .....	3
Music Theory IV .....	MUS 2224
Voice for Music Education	
Majors IV .....	MUA 2782
Class Piano IV .....	MUA 2521
Choir IV .....	MUO 2221
Elective .....	3
Lab Science .....	3
Total	17 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

\*Select from Economics, Political Science, or Sociology.

**Secondary Education**  
**Physical Education**  
**First Year**

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II .... ENG 1123
History ..... 3	History ..... 3
College Algebra ..... MAT 1313	Personal and Comm.
Intro. to Health,	Health I ..... HPR 1213
Physical Education,	First Aid ..... HPR 2213
& Recreation ..... HPR 1313	Oral
General	Communication .. SPT 1113
Psychology I ..... PSY 1513	Volleyball and
Basketball, Stunts and	Softball ..... HPR 1521
Tumbling ..... HPR 1511	Total
Total	16 hrs.

**Second Year**

First Semester	Second Semester
Literature ..... 3	Literature ..... 3
Zoology I ..... BIO 2414	Math or Science
Physical Science	Elective ..... 3
Survey ..... PHY 2253	*Electives ..... 3
Recreational	Fine Arts ..... 3
Leadership ..... HPR 2323	Adolescent
*Elective ..... 3	Psychology ..... EPY 2523
Paddle Tennis and	Badminton and
Flag Football ..... HPR 1531	Tennis ..... HPR 1541
Total	Total
	16 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sport.

\*Select from Economics, Political Science, Sociology, or Geography.

**Nursing, ADN**  
**Grenada Center**  
**First Year**

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II .... ENG 1123
Anatomy and	Anatomy and
Physiology I ..... BIO 1514	Physiology II ..... BIO 1524
General	Human Growth
Psychology I ..... PSY 1513	& Development .... EPY 2533
Fundamentals of	Adult-Child
Nursing ..... NUR 1117	Nursing I ..... NUR 1128
Total	Total
	18 hr.

**Summer Session**

Psychiatric Mental Health Nursig .....	NUR 2135
	Total

**Second Year**

First Semester	Second Semester
Microbiology ..... BIO 2924	Oral
Introduction to	Communication .. SPT 1113
Sociology ..... SOC 2113	Adult-Child
Maternal-Child	Nursing II ..... NUR 2158
Nursing ..... NUR 2148	Management and Career
Total	Development ..... NUR 2162
	Total
	13 hrs.

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and Academic Dean. Once students are accepted into the program, they are required to take all remaining coursework with Holmes Community College. Students are required to enroll for a minimum of 12 semester hours each fall semester provided coursework is available for which they do not have prior credit.

## TECHNICAL EDUCATION PROGRAMS

Technical education programs, leading to the Associate of Applied Science degree, represent a blend of general academic and technical specialty courses. They are offered on a semester-hour basis.

The technical programs are designed for the student who wishes to go to work upon completion of junior college. The programs are not designed to transfer and are referred to as terminal programs. Most programs contain some courses which may not apply toward a bachelor's degree.

The student who completes a technical education program will be prepared to enter the work force at a level of the semi-professional or technician. The demand for trained people at this level is very great and is expected to become greater.

### TECHNICAL EDUCATION PROGRAM

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Broadcasting	X		
Electronics Option			X
Distribution & Markt.			X
Business Technology			
Office Assistant	X	X	X
Computer Operations	X	X	X
Admin. Support Services	X	X	X
Micro. Info. Processing	X	X	X
Management & Accounting	X	X	X
Computer Programming	X	X	X
Child Care	X		
Engineering			
Arch. Design & Construction Option	X		X
Climate Control Option			X
Drafting and Design Option		X	X
Electronics Option			X
Instrumentation Option			X
Plant & Build. Maint. Option			X
Robotics Option			X
Forest		X	
Marketing			
Fashion Merchandising Option			X
Marketing & Management Option			X

## **Cooperative Education (Ridgeland Campus)**

The Cooperative Education program provides the opportunity for a student to earn credit by completing supervised work experience in a job setting related to his major field of study. The employing firm, the type of work experience, and the student's work and class schedule must be approved by the faculty advisor and the Cooperative Education Coordinator. Students are required to submit written reports on projects related to their employment. A minimum of fifteen hours per week of work experience and attendance at weekly seminars are required.

**CREDIT:** **Technical majors** may use cooperative education credit to fulfill requirements for a technical elective, a free elective, and, subject to advisor approval, a restricted technical elective. Cooperative education credit will not be substituted for a required academic or technical course.

**Academic majors** may apply up to twelve (12) semester hours of cooperative education credit toward the associate degree awarded by Holmes Community College. However, they are cautioned that the applicability of this credit toward a bachelor's degree is determined by the senior college.

Guidelines for participation are available from the Cooperative Education Coordinator at the Ridgeland Campus.

## Broadcasting Technology (Goodman Campus)

### First Year

First Semester		Second Semester
English		Information
Composition I .... ENG 1113		Processing I ..... TAC 1113
Reading ..... 3		English
Oral		Composition II .... ENG 1123
Communication .... SPT 1113		Reading ..... 3
Social Studies/Behavioral		Elective ..... 3
Science Elective ..... 3		Mass
Introduction to		Communications.. TBG 2513
Broadcasting ..... TBG 1213		Radio Station
Radio Station		Operations II ..... TBG 2412
Operations I ..... TBG 1412		Broadcast Lab ..... TBG 2311
Broadcast Lab ..... TBG 1311		Total 18 hrs.
Total	18 hrs.	

### Second Year

First Semester		Second Semester
Physical Science		Mathematics .....
Survey I..... PHY 2243		..... 3
Elective ..... 3		Elective .....
Broadcast Lab ..... TBG 3312		..... 3
Broadcast Writing .... TBG 3712		Broadcast Lab ..... TBG 4312
Television		Broadcast Writing .... TBG 4712
Production..... TBG 3612		Television
Station		Production..... TBG 4612
Administration ..... TBG 3812		Station
Total	14 hrs.	Administration ..... TBG 4812
		Total 14 hrs.

**PROGRAM DESCRIPTION:** An instructional program to prepare individuals for entry level occupations in broadcasting. Students receive theoretical and practical preparations for occupational tasks in announcing, copy and news writing, audio production, programming, and sales. Students are required to take additional academic courses to increase their general knowledge and their communications skills.

Students on the Goodman Campus receive additional instruction in video production that includes basic procedures, electronic field production, and electronic editing for small format television.

**Broadcasting Technology**  
**Distribution & Marketing Option**  
**(Ridgeland Campus)**

**First Year**

First Semester	Second Semester
Introduction to Broadcasting TBG 1213	Retailing ..... TDM 1113
Radio Station	Radio Station
Operations I TBG 1412	Operations II ..... TBG 2412
Broadcast Lab ..... TBG 1311	Broadcast Lab ..... TBG 2311
Keyboarding I ..... TBO 1113	Information
Oral	Processing I ..... TAC 1113
Communication .... SPT 1113	Math Elective ..... 3
English	English
Composition I ..... ENG 1113	Composition II ..... ENG 1123
Developmental	Developmental
Reading I ..... TRE 1103	Reading II ..... TRE 1203
Total	Total 18 hrs.

**Second Year**

First Semester	Second Semester
Broadcast Writing .... TBG 3712	Broadcast Writing .... TBG 4712
Station	Station
Administration ..... TBG 3812	Administration ..... TBG 4812
Broadcast Lab ..... TBG 3311	Broadcast Lab ..... TBG 4311
Advertising	Electives ..... 9
Principles ..... TDM 1123	Lab Science ..... 3
Salesmanship ..... TDM 1213	Total 17 hrs.
Social Studies/Behavioral	
Science Elective ..... 3	
Elective ..... 3	
Total	
17 hrs.	

**Broadcasting Technology**  
**Electronics Option**  
**(Ridgeland Campus)**

**First Year**

First Semester	Second Semester
Fundamentals of Direct Current .....	Fundamentals of Alternating Current .....
TER 1125	TER 1215
Digital Principles .....	Microprocessor
TER 1225	Fundamentals .....
English	TER 2325
Composition I .....	English
ENG 1113	Composition II .....
College	ENG 1123
Algebra .....	Trigonometry .....
MAT 1313	MAT 1323
Total	Total
16 hrs.	16 hrs.

**Second Year**

First Semester	Second Semester
Data	Audio and Video
Communications .. TER 2625	Principles .....
Electronic	TER 2334
Devices .....	Radio Station
TER 2314	Operations II .....
Radio Station	TBG 2412
Operations I .....	Broadcast Lab .....
TBG 1412	TBG 2311
Broadcast Lab .....	Station
TBG 1311	Administration .....
Station	TBG 4812
Administration .....	Broadcast Writing .....
TBG 3812	TBG 4712
Broadcast Writing .....	Oral
TBG 3712	Communication .. SPT 1113
Total	Social Studies/Behavioral
16 hrs.	Science Elective .....
	3
	Total
	17 hrs.

## BUSINESS TECHNOLOGY

The Business and Office and Computer Technology curricula provide a student the opportunity to earn a one-year certificate or an Associate of Applied Science degree (two-year). There are two options available in the certificate program and four options available in the associate degree program. The following chart lists the various options.

### ONE-YEAR CERTIFICATE PROGRAMS

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Office Assistant	X	X	X
Computer Operations	X	X	X

### ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Administrative Support Services	X	X	X
Microcomputer Information Processing	X	X	X
Management and Accounting	X	X	X
Computer Programming	X	X	X

## **Business and Office Technology**

### **Office Assistant**

#### **One-Year Certificate Program**

##### **First Semester**

###### **English**

Composition I ..... ENG 1113

\*Typewriting II ..... TBO 2123

###### **Information**

Processing I ..... TAP 1113

###### **Records**

Management ..... TBO 1313

Accounting I ..... TAC 1114

###### **Professional**

Development I ..... TBO 1411

Total 17 hrs.

##### **Second Semester**

###### **English**

Composition II .... ENG 1123

Technical Elective ..... 3

###### **Business Communications**

II ..... TBO 2613

Word Processing I .. TAP 2123

###### **Business**

Mathematics ..... TBO 2513

###### **Professional**

Development II .... TBO 2421

Total 16 hrs.

\*Prerequisite: One unit of high school typewriting or TBO 1113. Students with a unit of high school typewriting normally schedule TBO 2123. If these students elect to schedule TBO 1113, the credit earned may be applied toward a one-year certificate or a two-year Certificate of Graduation only. The credit will not apply toward an Associate of Applied Science degree.

**PROGRAM DESCRIPTION:** This program consists of two semesters of training in basic technical and interpersonal office skills. The Office Assistant program satisfies the first year's requirements of the two-year programs in Administrative Support Services and Microcomputer Information Processing.

**Business and Office Technology**  
**Administrative Support Services**  
**First Year**

**First Semester**

English	
Composition I .....	ENG 1113
Typewriting II .....	TBO 2123
Information Processing I .....	TAP 1113
Records Management .....	TBO 1313
Accounting I .....	TAC 1114
Professional Development I .....	TBO 1411
Total .....	17 hrs.

**Second Semester**

English	
Composition II ....	ENG 1123
Technical Elective .....	3
Business Communications II .....	TBO 2613
Word Processing I .....	TAP 2123
Business Mathematics .....	TBO 2513
Professional Development II ....	TBO 2421
Total .....	16 hrs.

**Second Year**

**First Semester**

**Shorthand I .....	TBO 3213
Word Processing II ..	TAP 3133
College Algebra .....	MAT 1313
Electronic Spreadsheet Applications .....	TAP 3313
Technical Elective .....	3
Professional Development III....	TBO 3431
Total .....	16 hrs.

**Second Semester**

Shorthand II .....	TBO 4223
Machine Transcription .....	TBO 4733
Social or Behavioral Science .....	3
Computerized Accounting .....	TAC 4123
Oral Communication ..	SPT 1113
Professional Development IV ..	TBO 4441
Total .....	16 hrs.

\*Prerequisite: One unit of high school typewriting or TBO 1113.

\*\*Students who do not have a unit of high school shorthand are required to schedule TBO 3213. Students who have one unit will select another course with their advisor's approval.

**PROGRAM DESCRIPTION:** The Administrative Support Services program is designed to offer a student the opportunity to become an administrative secretary or hold other positions requiring shorthand skill. Emphasis is placed on the following skills and concepts: typewriting and shorthand; capturing, storing, and retrieving information manually and electronically; oral and written communications; time management; and decision making. The first year of this program is identical to the one-year Office Assistant program.

**Business and Office Technology**  
**Microcomputer Information Processing**  
**First Year**

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II ..... ENG 1123
*Typewriting II ..... TBO 2123	Technical Elective ..... 3
Information	Business Communications
Processing I ..... TAP 1113	II ..... TBO 2613
Records	Word Processing I .. TAP 2123
Management ..... TBO 1313	Business
Accounting I ..... TAC 1114	Mathematics ..... TBO 2513
Professional	Professional
Development I..... TBO 1411	Development II .... TBO 2421
Total	Total
	17 hrs.                            16 hrs.

**Second Year**

First Semester	Second Semester
BASIC	
Programming ..... TDP 1115	Oral
Word Processing II .. TAP 3133	Communication .... SPT 1113
College Algebra ..... MAT 1313	Computerized
Electronic Spreadsheet	
Applications ..... TAP 3313	Accounting ..... TAC 4123
Desktop Publishing .. TAP 3413	Social or
Professional	
Development III.... TBO 3431	Behavioral Science ..... 3
Total	Data Base
	Management ..... TAP 4213
	Information
	Processing II ..... TAP 4143
	Professional
	Development IV .. TBO 4441
	Total
	18 hrs.                            16 hrs.

\*Prerequisite: One unit of high school typewriting or TBO 1113.

**PROGRAM DESCRIPTION:** The Microcomputer Information Processing program is designed to offer a student the opportunity to become a microcomputer specialist or hold other positions requiring microcomputer skills. Emphasis is placed on the following skills and concepts: keyboarding, electronic spreadsheet, data base management, and word and information processing. The first year of this program is identical to the one-year Office Assistant program.

**Business and Office Technology**  
**Management and Accounting**  
**First Year**

First Semester	Second Semester
English	English
Composition I ..	ENG 1113
TBO 2123	Composition II ... ENG 1123
Typewriting II	Business Communications
Information Processing I	II ..... TBO 2613
Accounting I .....	Word Processing I .. TAP 2123
Business Law .....	Business
Professional Development I.....	Mathematics ..... TBO 2513
	Computerized
	Accounting ..... TAC 4123
Total	Principles of
	Management ..... TDM 2323
	Professional
	Development II .... TBO 2421
	Total
	19 hrs.

**Second Year**

First Semester	Second Semester
Records	Data Base
Management .. TBO 1313	Management ..... TAP 4213
College Algebra .... MAT 1313	Principles of
Principles of	Accounting II..... ACC 1223
Economics I ..... ECO 2113	Information
Electronic Spreadsheet	Processing II ..... TAP 4143
Applications ..... TAP 3313	Oral
Principles of	Communication .. SPT 1113
Accounting I ..... ACC 1213	Social or Behavioral
Professional	Science ..... 3
Development III.... TBO 3431	Professional
Total	Development IV .. TBO 4441
	Total
	16 hrs.

\*Prerequisite: One unit of high school typewriting or TBO 1113.

**PROGRAM DESCRIPTION:** The Management and Accounting program provides training for employment in a wide variety of career settings—business, industry, educational institutions, government, social services agencies, and public accounting firms. The goal of this program is to prepare students to gain employment in management and accounting careers.

**Computer Technology  
Computer Operations  
One-Year Certificate Program**

**First Semester**

**English**

Composition I ..... ENG 1113  
\*Typewriting I ..... TBO 1113

**BASIC**

Programming ..... TDP 1115  
Accounting I ..... TAC 1114  
Information Processing I ..... TAP 1113  
Professional Development I ..... TBO 1411  
Total 19 hrs.

**Second Semester**

**English**

Composition II .... ENG 1123  
COBOL Programming with Business

Applications ..... TDP 2115  
**Business**  
Mathematics ..... TBO 2513  
Computer Applications  
Elective (TAP) ..... 3  
**Computer**  
Operations ..... TDP 2224  
**Professional**  
Development II .... TBO 2421  
Total 19 hrs.

\*Students who do not have a unit of high school typewriting are required to schedule TBO 1113. Students who have one unit will select another course with their advisor's approval.

**NOTE:** A minimum grade of "C" is required in each programming course before a student may continue in the Computer Technology program or receive a certificate.

If a programming course is taken at night and a student wants to apply this course toward a Computer Technology degree or certificate, the hours must be acquired by taking an additional computer course selected with the advisor's approval.

**PROGRAM DESCRIPTION:** This is a one-year program of study designed to prepare the student for employment and advancement in the data entry and computer operations field.

**Computer Technology**  
**Computer Programming**

**First Year**

**First Semester**

**English**

Composition I ..... ENG 1113

\*Typewriting I ..... TBO 1113

**BASIC**

Programming ..... TDP 1115

General Elective ..... 3

**Information**

Processing I ..... TAP 1113

**Professional**

Development I ..... TBO 1411

Total

18 hrs.

**Second Semester**

**English**

Composition I ..... ENG 1123

COBOL Programming with

**Business**

Applications ..... TDP 2115

**Computer**

Operations ..... TDP 2224

College Algebra ..... MAT 1313

**Professional**

Development II ..... TBO 2421

Total

16 hrs.

**Second Year**

**First Semester**

**Social or Behavioral**

Science ..... 3

**RPG II**

Programming ..... TDP 3115

**Oral**

Communication .... SPT 1113

**Principles of**

Accounting I ..... ACC 1213

**Electronic Spreadsheet**

Applications ..... TAP 3313

**Professional**

Development III .... TBO 3431

Total

18 hrs.

**Second Semester**

**Advanced RPG II**

Programming ..... TDP 4224

**Business Communications**

II ..... TBO 2613

**Systems Analysis and**

Design ..... TDP 4214

**Computerized Accounting or**

Principles of

Accounting II ..... 3

**Data Base**

Management ..... TAP 4213

**Professional**

Development IV .. TBO 4441

Total

18 hrs.

\*Students who do not have a unit of high school typewriting are required to schedule TBO 1113. Students who have one unit will select another course with their advisor's approval.

NOTE: A minimum grade of "C" is required in each programming course before a student may continue in the Computer Technology program or receive a certificate.

If a programming course is taken at night and a student wants to apply this course toward a Computer Technology degree or certificate, the hours must be acquired by taking an additional computer course selected with the advisor's approval.

To be admitted to the Computer Technology (two-year) program, a prospective student must meet the following requirements in addition to the general admission requirements of the school district:

1. Minimum composite ACT score of 12.  
2. Minimum ACT score on math and reading comprehension section of 12.  
3. Score of C or better on PAT or SRA programming aptitude test.

PROGRAM DESCRIPTION Computer Programming is designed to prepare the student for entry into advanced training in computer programming, systems analysis, and computer

**Child Care Technology**  
**(Goodman Campus)**

**First Year**

**First Semester**

English	Composition I .....	ENG 1113
Art for Children .....	TCC 1123	
Child Development I.....	TCC 1154	
Child Nutrition and Health Care I.....	TCC 1212	
College Algebra.....	MAT 1313	
Total		15 hrs.

**Second Semester**

English	Composition II ....	ENG 1123
Music for Children ....	TCC 2113	
Child Development II ....	TCC 2154	
Child Nutrition and Health Care II .....	TCC 2222	
*Elective .....		3
Total		15 hrs.

**Second Year**

**First Semester**

Physical & Motor Dev. for Children .....	TCC 3143
Methods and Materials for Teaching Children	TCC 3153
Language Arts for Children .....	TCC 3133
Day Care Practicum I .....	TCC 3125
General Psychology .....	PSY 1513
Total	17 hrs.

**Second Semester**

Oral Communication ..	SPT 1113
Admin. of Programs for Young Children....	TCC 4113
Teaching the Special Child .....	TCC 4123
Day Care Practicum II .....	TCC 4135
*Elective .....	3
Total	17 hrs.

\*Elective to be selected with the approval of the advisor.

**PROGRAM DESCRIPTION:** An instructional program that generally prepares individuals for occupations in child care and guidance, foster care/family day care, and teacher assistance, often under the supervision of professional personnel. Includes instruction in child growth and development; nutrition; program planning and management; safety and behavior guidance; recreational and play activities; child abuse and neglect; parent-child personal relationships; learning experiences for children; interpersonal relationships; and laws, regulations, and policies relating to child-care services and maintenance of children's environments

**ENGINEERING TECHNOLOGY**  
**ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY**  
**(Goodman Campus)**

**First Year**

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II .... ENG 1123
College Algebra ..... MAT 1313	Trigonometry ..... MAT 1323
Fundamentals of	Fundamentals of Computer
Drafting ..... TGR 1114	Aided-Drafting
Information	(CAD) ..... TGR 3113
Processing I ..... TAC 1113	Machine Drafting ..... TGR 2135
Social Science/Behavioral	Oral
Science Elective ..... 3	Communication .. SPT 1113
Fundamentals of	Total
Carpentry ..... TBC 1113	17 hrs.
Total	16 or 19 hrs.

**Second Year**

First Semester	Second Semester
Architectural	
Drafting ..... TGR 3155	Electrical-Piping Sheet
Applied Computer-Aided	
Drafting (CAD) .... TGR 4123	Metal Drafting ..... TGR 3145
Electrical Wiring ..... TBC 3153	
Physics ..... TPH 3123	Cost and
Structural Drafting .... TGR 4165	Estimating ..... TBC 3144
Total	Descriptive
	Geometry ..... TGR 2123
	Social Science/Behavioral
	Science Elective ..... 3
	Surveying ..... TEG 4143
	Total
	15 or 18 hrs

\*Suggested - Not required - Introduction to Data Processing - TDP 1113

**ENGINEERING TECHNOLOGY**  
**ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY**  
**(Ridgeland Campus)**

**First Year**

First Semester	Second Semester
<b>English</b>	
Composition I ..... ENG 1113	Composition II .... ENG 1123
College Algebra ..... MAT 1313	Trigonometry ..... MAT 1323
Fundamentals of	Fund. of Computer-Aided-
Carpentry ..... TBC 1113	Drafting (CAD) .... TGR 3113
Fundamentals of	Construction Planning
Drafting ..... TGR 1114	and Scheduling .... TBC 2173
Methods and	Construction Blueprint
Materials ..... TBC 1133	Reading ..... TBC 1123
Information	Total
Processing I ..... TAC 1113*	15 hrs.
Total	
16 or 19 hrs.	

**Second Year**

First Semester	Second Semester
<b>Welding</b>	
Applications ..... TBC 1142	Oral
Electrical Wiring ..... TBC 3153	Communication .. SPT 1113
Architectural	Surveying ..... TEG 4143
Drafting ..... TGR 3155	Carpentry II ..... TBC 4123
Introduction to Plumbing &	Cost and
Pipe Fitting ..... TBC 3213	Estimating ..... TBC 3144
Social Science/Behavioral	Map and Topographic
Science Elective ..... 3	Drawing ..... TGR 4174
Total	Total
16 hrs.	17 hrs.

\*Suggested - Not required - Introduction to Data Processing - TDP 1113

**PROGRAM DESCRIPTION:** An instructional program that prepares individuals to assist the architect and architectural engineer in planning and designing structures and buildings; testing materials; constructing and inspecting structures; model building and design estimating; utilizing, transporting, and storing construction materials; and dealing with contracts and specifications.

**ENGINEERING TECHNOLOGY**  
**Climate Control Technology**  
**(Ridgeland Campus)**

**First Year**

**First Semester**

English	
Composition I .....	ENG 1113
College Algebra .....	MAT 1313
Fund. of Direct Current .....	TER 1124
Digital Principles .....	TER 1224
Oral Communication ....	SPT 1113
	17 hrs.
Total	

**Second Semester**

English	
Composition II .....	ENG 1123
Trigonometry .....	MAT 1323
Fund. of Alternating Current .....	TER 1214
Microprocessor Fundamentals .....	TER 2324
Soldering .....	TER 1411
Social Study/Behavioral Science Elective .....	3
Total	18 hrs.

**Second Year**

**First Semester**

Electrical Wiring .....	TBC 3153
Electronic Devices ....	TER 2314
Heating and Cooling Systems I .....	TIM 2124
Pneumatics/ Hydraulics .....	TIM 2224
Total	15 hrs.

**Second Semester**

P.E.C. ....	TER 2414
Micro Control .....	TER 2354
Electric Power .....	TEP 1214
Heating & Cooling Systems II .....	TIM 2154
Total	16 hrs.

**PROGRAM DESCRIPTION:** An instructional program that generally prepares individuals to install, repair, and maintain the operating condition of heating, air conditioning, and refrigeration systems.

# ENGINEERING TECHNOLOGY

## Drafting and Design Technology

### (Grenada, Ridgeland)

## First Year

First Semester		Second Semester	
<b>English</b>		<b>English</b>	
Composition I	ENG 1113	Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1333
<b>Fund. of Drafting .....</b>	<b>TGR 1114</b>		
<b>Social Studies/Behavioral</b>			
Science Elective	3	Descriptive Geometry .....	TGR 2123
<b>Oral</b>		Machine Drafting	TGR 2135
Communication	SPT 1113	<b>Fund. of Comp. Aided</b>	
<b>Total</b>	16 hrs.	Drafting (CAD)	TGR 3113
		<b>Total</b>	17 hrs.

## Second Year

First Semester		Second Semester	
Architectural Drafting .....	TGR 3155	Surveying .....	TEG 4143
Structural Drafting ..	TGR 4165	Electrical-Piping-Sheet Metal Drafting ..	TGR 3145
Applied Computer-Aided- Drafting (CAD) ..	TGR 4123	Map and Topographic Drawing .....	TGR 4174
Physics I .....	TPH 3123	Cost & Estimating I ..	TBC 3144
Total	16 hrs	Statics & Streng. of Material.....	TEG 3133
		Total	19 hrs.

**PROGRAM DESCRIPTION** An instructional program that prepares individuals to assist mechanical, electrical, and electronic, architectural, chemical, civil, or other engineers in the design and drafting of electrical circuits, machines, structures, weldments, or architectural plans. Includes instruction in the preparation of engineering plans, layouts, and detailed drawings according to conventional projection principles and techniques or as specified; preparation of charts, graphs, or diagrams; model making; and the use of handbook data germane to design and drafting in various engineering fields.

**ENGINEERING TECHNOLOGY**  
**Electronics Technology**  
**(Ridgeland Campus)**

**First Year**

**First Semester**

English	
Composition I .....	ENG 1113
College Algebra .....	MAT 1313
Fund. of Direct Current .....	TER 1124
Digital Principles .....	TER 1124
Oral Communication ....	SPT 1113
Total .....	17 hrs.

**Second Semester**

English	
Composition II ....	ENG 1123
Trigonometry .....	MAT 1323
Fund. of Alternating Currents .....	TER 1214
Microprocessor Fundamentals .....	TER 2324
Soldering .....	TER 1411
Social Study/Behavioral Science Elective .....	3
Total .....	18 hrs.

**Second Year**

**First Semester**

Data	
Communications ..	TER 2624
Electronic Devices ....	TER 2314
Physics I .....	TPH 3123
Micro Troubleshooting ..	TER 2214
Total .....	15 hrs.

**Second Semester**

Audio and Video	
Principles .....	TER 2334
I/O Interfacing .....	TER 2514
Micro Controls .....	TER 2354
Technical Elective .....	3
Total .....	15 hrs.

**PROGRAM DESCRIPTION:** An instructional program that prepares individuals to support the electronic engineer and other professionals in the design, development, modification, and testing of electronic circuits, devices, and systems. Includes instruction in practical circuit feasibility; prototype development and testing; systems analysis including design, selection, installation, calibration, and testing; solid-state and microminature circuits; and the application of engineering data to specific problems in the electronics field.

**ENGINEERING TECHNOLOGY  
Instrumentation Technology  
(Ridgeland Campus)**

**First Year**

<b>First Semester</b>		<b>Second Semester</b>
<b>English</b>		<b>English</b>
Composition I ..... ENG 1113		Composition II ..... ENG 1123
College Algebra ..... MAT 1313		Trigonometry ..... MAT 1323
<b>Fund. of Direct</b>		<b>Fund. of Alternating</b>
Current ..... TER 1124		Current ..... TER 1214
Digital Principles ..... TER 1224		Microprocessor
<b>Oral</b>		Fundamentals ..... TER 2324
Communication .... SPT 1113		Soldering ..... TER 1411
<b>Total</b>	17 hrs.	Social Study/Behavioral
		Science Elective ..... 3
		<b>Total</b> 18 hrs.

**Second Year**

<b>First Semester</b>		<b>Second Semester</b>
Control Systems I ..... TIC 1114		Control Systems II .... TIC 1124
Electronic Devices.... TER 2314		Control Systems III .... TIC 2134
Physics I ..... TPH 3123		Micro Control ..... TER 2354
Pneumatics/		Electric Power ..... TER 1214
Hydraulics ..... TIM 2224		<b>Total</b> 16 hrs.
<b>Total</b>	15 hrs.	

**PROGRAM DESCRIPTION:** An instructional program that prepares individuals to design, develop prototypes for, test, and evaluate control or measurement devices on systems, and to prepare graphs, written reports, and test results in support of the professional personnel working in the field of instrumentation. Includes instruction in the fields of electricity, electronics, mechanics, pneumatics, and hydraulics as they pertain to the principles of control, recording systems, automated devices, and the calibration of instrumentation units or systems.

**ENGINEERING TECHNOLOGY**  
**Plant and Building Maintenance Technology**  
**(Ridgeland Campus)**

**First Year**

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II .... ENG 1123
College Algebra ..... MAT 1313	Trigonometry ..... MAT 1323
Fund. of Direct Current ..... TER 1124	Fund. of Alternating Current ..... TER 1214
Digital Principles ..... TER 1224	Microprocessor Fundamentals ..... TER 2324
Oral Communication ... SPT 1113	Soldering ..... TER 1411
Total	Social Study/Behavioral Science Elective ..... 3
	Total ..... 18 hrs.

**Second Year**

First Semester	Second Semester
Electrical Wiring ..... TBC 3153	Construction Blueprint Reading ..... TBC 1123
Heating & Cooling Systems I ..... TIM 2124	*Welding Application ..... TBC 1142
Electronic Devices .... TER 2314	Fundamentals of Carpentry I ..... TBC 1113
Pneumatics/ Hydraulics ..... TIM 2224	Electric Power ..... TEP 1214
Total	Heating & Cooling Systems II ..... TIM 2154 Total ..... 16 hrs.

\*Or Advisor approved Technical elective

**PROGRAM DESCRIPTION:** An instructional program that provides individuals with the knowledge needed to inspect, diagnose, repair and install industrial, electrical and mechanical equipment. Includes instructions in following directions from blueprints and sketches, in using hand tools and machines, and in checking the work with measuring and testing instruments.

## ENGINEERING TECHNOLOGY

### Robotics Technology (Ridgeland Campus)

#### First Year

First Semester	Second Semester
English	English
Composition I ..... ENG 1113	Composition II .... ENG 1123
College Algebra ..... MAT 1313	Trigonometry ..... MAT 1323
Fund. of Direct	Fund. of Alternating
Current ..... TER 1124	Current ..... TER 1214
Digital Principles ..... TER 1224	Microprocessor
Oral	Fundamentals ..... TER 2324
Communication .... SPT 1113	Soldering ..... TER 1411
Total	Social Study/Behavioral
17 hrs.	Science Elective ..... 3
	Total
	18 hrs.

#### Second Year

First Semester	Second Semester
Electronic Devices.... TER 2314	Robotics II..... TRO 2234
Robotics I ..... TRO 1114	P.E.C. .... TER 2414
Pneumatics/	Micro Control ..... TER 2354
Hydraulics ..... TIM 2224	BASIC
Physics I ..... TPH 3123	Programming ..... TDP 1115
Total	Total
15 hrs.	17 hrs.

\*To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

**PROGRAM DESCRIPTION:** An instructional program that is designed to provide an individual with the technical knowledge and skills necessary for gaining employment as a robotic technician. Emphasis is placed on installation, programming, qualifying, maintaining and servicing robots and automation equipment found in manufacturing complexes.

**Forest Technology  
(Grenada Center)**

**First Year**

**First Semester**

English	
Composition I .....	ENG 1113
Dendrology .....	TFT 1213
Forest Biology .....	TFT 1223
Mathematics .....	3
Information Processing I .....	TAC 1113
	Total .. 15 hrs.

**Second Semester**

English	
Composition II .....	ENG 1123
Forest Surveying .....	TFT 1113
Forest Measurements .....	TFT 1214
Botany I .....	BIO 1313
General Psychology I or Intro. to Sociology* .....	3
	Total
	16 hrs.

**Second Year**

**First Semester**

Oral Communication	SPT 1113
Silviculture .....	TFT 2514
Forest Products	
Utilization .....	TFT 2133
Timber Harvesting ....	TFT 2414
Business Law .....	BAD 2413
	Total
	17 hrs.

**Second Semester**

Internship for Specialization .....	TFT 3138
Internship for Specialization .....	TFT 2138
	Total
	16 hrs.

\*General  
Psychology I .....

PSY 1513

Intro. to  
Sociology .....

SOC 2113

**MARKETING TECHNOLOGY**  
**Fashion Merchandising Technology**  
**(Ridgeland Campus)**

**First Year**

First Semester	Second Semester
<b>English</b>	<b>English</b>
Composition I ..... ENG 1113	Composition II .... ENG 1123
<b>Mathematics</b> ..... 3	<b>Information</b>
<b>Marketing</b>	<b>Processing I</b> ..... TAC 1113
Seminar I ..... TFM 1111	<b>Marketing</b>
<b>Fashion Promotion and</b>	Seminar II ..... TFM 1121
Display ..... TFM 2423	Retailing ..... TDM 1113
<b>Principles of</b>	<b>Principles of</b>
Accounting ..... ACC 2313	Marketing ..... TDM 2113
<b>Salesmanship</b> ..... TDM 1213	<b>Business</b>
Total	Communications.. TBO 2613
	Total
	16 hrs.
	16 hrs.

**Second Year**

First Semester	Second Semester
<b>Fashion Clothing</b>	<b>Fashion</b>
and Selection ..... TFM 1113	Merchandising .... TFM 1323
<b>Fashion &amp; Household</b>	Business Math. w/Calculator
Fabrics ..... TFM 2113	Applications ..... TBO 2513
<b>Microcomputers in</b>	<b>Personnel</b>
Marketing ..... TDM 2213	Management ..... TDM 2223
<b>Oral</b>	<b>Marketing</b>
Communication .... SPT 1113	Seminar IV ..... TFM 2141
<b>Marketing</b>	Social Studies/Behavioral
Seminar III ..... TFM 2131	Science Elective ..... 3
<b>Advertising</b> ..... TDM 1123	<b>Fashion Coordination</b>
Total	and Buying ..... TFM 2313
	Total
	16 hrs.
	16 hrs.

\*To be selected from humanities, fine arts, social studies, behavioral sciences, sciences, or mathematics.

**PROGRAM DESCRIPTION:** An instructional program that prepares individuals to engage in the marketing of apparel and accessories, with particular emphasis given to fashion selling and buying, fashion cycles, fashion coordination, and specialized consulting services.

**MARKETING TECHNOLOGY**  
**Marketing and Management Technology**  
**(Ridgeland Campus)**

**First Year**

First Semester	Second Semester
English	English
Composition I	Composition II ..... ENG 1123
Mathematics .....	Information
Marketing	Processing I ..... TAC 1113
Seminar I ..... TFM 1111	Marketing
Fashion Promotion and	Seminar II ..... TFM 1121
Display ..... TFM 2423	Retailing ..... TDM 1113
Principles of	Principles of
Accounting ..... ACC 1213	Marketing ..... TDM 2113
Salesmanship ..... TDM 1213	Business
Total	Communications .. TBO 2613
	Total
	16 hrs.

**Second Year**

First Semester	Second Semester
Microcomputers .. TDM 2213	Small Business
Advertising	Management ..... TDM 2423
Principles ..... TDM 1123	Personnel
Business Law ..... TBA 2413	Management ..... TDM 2223
Economics I ..... ECO 2113	Technical Elective ..... 3
Principles of	Social Studies/Behavioral
Management ..... TDM 2323	Science Elective ..... 3
Marketing	Marketing
Seminar III ..... TFM 2131	Seminar IV ..... TFM 2141
Total	Oral
	Communication .. SPT 1113
	Total
	16 hrs.

## VOCATIONAL EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and capability to acquire the knowledge and skills which will enable him to successfully enter and compete in the world of work. Specific occupational training is offered in eight courses of study, each having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

VIDS — Vocational Individualized Development System. As a support service of Vocational-Technical Education, VIDS will assist students in correcting basic skill deficiencies. Students who function below the tenth grade (as ascertained by standardized testing), will be required to attend the VIDS for a minimum of three hours per week.

A certificate is awarded upon successful completion of vocational courses.

### VOCATIONAL EDUCATION PROGRAMS

Program and Locations	Goodman Campus	Kosciusko Skill Center	Grenada Center & **District Hospitals
Auto Body Repair .....	X		
Heating, Air Conditioning, and Refrigeration Mechanics .....	X		
Automotive Mechanics .....	X		
Computer Communication Electronics ....	X		
Cosmetology .....	X		
Machine Tool Operation/Machine Shop ..	X		
Welding .....	X		
Combination Welding .....		X	
Employment Preparation for Youth .....		X	
Industrial Maintenance .....		X	
Practical Nursing .....	X		X

\*\*Canton, Grenada, Kosciusko, Goodman, Eupora

**Automotive Body Repair  
(Goodman Campus)**  
**First Year**

<b>First Semester</b>		<b>Second Semester</b>
Automotive Body Repair I .....	VAB 1513	Automotive Body Repair II .....
Math/Automotive Body Repair .....	VMB 1122	Math/Automotive Body Repair .....
Reading/Auto. Body Repair .....	VRB 1132	Total
Total	17 hrs.	16 hrs.

**Second Year**

<b>First Semester</b>		<b>Second Semester</b>
Automotive Body Repair III .....	VAB 2516	Automotive Body Repair IV .....
Total	16 hrs.	Employability Skills .....
		Total
		15 hrs.

**PROGRAM DESCRIPTION:** The automotive body repair program prepares students in the skills in the replacement and repair of automobile body components, painting and repair estimating.

# Automotive Mechanics (Goodman Campus) First Year

First Semester	Second Semester
Automotive	
Mechanics I ..... VAM 1513	
Math/Automotive	
Mechanics ..... VMA 1123	
Reading/Automotive	
Mechanics ..... VRA 1133	
Total	19 hrs.

## Second Year

First Semester	Second Semester
<b>Automotive</b>	
Mechanics III ..... VAM 2517	
Total	17 hrs.
<b>Automotive</b>	
Mechanics IV ..... VAM 2615	
<b>Employability</b>	
Skills ..... VES 2222	
Total	17 hrs.

**PROGRAM DESCRIPTION:** The automotive mechanics curriculum is designed to prepare the student to enter the labor market as an entry level automotive mechanic or advanced apprentice. Lecture and laboratory work involve the principles and practice of diagnosing, repairing, overhauling, and maintenance of the automobile. Upon satisfactory completion of the course, the graduate should be prepared to secure employment in the automotive or related field.

# Computer/Communication Electronics (Goodman Campus)

## First Year

### First Semester

Math for Electronics .....	VME 1113
Communications Skills .....	VRE 1123
Physics for Electronics .....	VCE 1132
Systems and Block Diagrams .....	VCE 1142
Schematic Reading & Troubleshooting ..	VCE 1152
Microcomputer Operations .....	VCE 1161
Handtools & Soldering Techniques .....	VCE 1173
Fundamentals of Drafting .....	TGR 1114
Total	20 hrs.

### Second Semester

Advanced Math for Electronics .....	VME 1213
Advanced Communications Skills .....	VRE 1223
Drawing for Electronics I .....	VCE 1233
Semiconductor Devices .....	VCE 1242
Basic Electricity .....	VCE 1254
Digital Electronics .....	VCE 1263
Total	18 hrs.

### Second Year

### First Semester

Drawing for Electronics II .....	VCE 2113
Semiconductor Circuits .....	VCE 2124
Advanced Digital Electronics .....	VCE 2132
Communication Electronics .....	VCE 2143
Advanced Systems and Block Diagrams ....	VCE 2152
Advanced Schematics and Troubleshooting ..	VCE 2162
Equipment Repair ....	VCE 2175
Total	21 hrs.

### Second Semester

Employability Skills .....	VES 2222
Computer Aided Drawing .....	VCE 2222
Advanced Communication Electronics .....	VCE 2233
Computer Electronics .....	VCE 2243
Advanced Equipment Repair .....	VCE 2255
Total	15 hrs.

**PROGRAM DESCRIPTION:** An instructional program that prepares individuals to assemble, install, operate, maintain, and repair one-way and two-way communications equipment and systems, including AM and FM radio, television, hearing aids, and other electronic communication devices, or systems. Includes instruction in using actual equipment or educational trainers, in various types of equipment, motors, mechanical devices, power suppliers, amplifiers, and digital circuitry, the use of testing equipment; and Federal Communications Commission (FCC) licensing requirements.

This course requires the equivalent of four semesters of class attendance for completion. It meets 30 hours per week. The class is limited to twenty students.



**Cosmetology**  
**(Goodman Campus)**  
**First Year**

**First Semester**

Cosmetology	
Practical I .....	VCO 1515
Cosmetology	
Theory I .....	VCO 1116
Math/	
Cosmetology .....	VMC 1131
Reading/	
Cosmetology .....	VRC 1141
Total	23 hrs.

**Second Semester**

Cosmetology	
Practical II .....	VCO 1615
Cosmetology	
Theory II .....	VCO 1126
Employability	
Skills .....	VES 2222
Total	23 hrs.

**Summer Semester**

Cosmetology	
Practical III .....	VCO 1715
Cosmetology	
Theory III .....	VCO 1318
Total	23 hrs.

**PROGRAM DESCRIPTION:** This course is an instructional program designed to prepare students to care for and beautify hair, complexion, and hands by giving shampoos, rinses, scalp treatments, styling, cutting, coloring, bleaching, permanent waving and chemical relaxing; and giving facials, manicures, and hand and arm massage, with emphasis on hygiene sanitation, customer relations and salon management. Instruction qualifies the student who satisfactorily completes this course to be issued a certificate which entitles the student to take the State Cosmetology Board Examination for a license to become a hairdresser in the State of Mississippi.

This course requires that students meet class for a minimum of 1500 clock hours. The class is limited to twenty students.

## **Heating, Air Conditioning, and Refrigeration Mechanics**

**(Goodman Campus)**

**First Year**

### **First Semester**

Intro./Refrigeration & Air Conditioning....	VAC 1512
Math/Refrigeration & Air Conditioning ..	VMR 1113
Reading/Refrigeration & Air Conditioning ..	VRR 1123
<b>Total</b>	<b>18 hrs.</b>

### **Second Semester**

Refrigeration & Air Conditioning II ....	VAC 1614
Math/Refrigeration & Air Conditioning ..	VMR 1212
Reading/Refrigeration & Air Conditioning ..	VRR 1222
<b>Total</b>	<b>18 hrs</b>

**Second Year**

### **First Semester**

Refrigeration & Air Conditioning III ....	VAC 2516
<b>Total</b>	<b>16 hrs.</b>

### **Second Semester**

Refrigeration & Air Conditioning IV ....	VAC 2614
Employability Skills .....	VES 2222
<b>Total</b>	<b>16 hrs.</b>

**PROGRAM DESCRIPTION:** An instructional program that generally prepares individuals to install, repair, and maintain the operation and condition of heating, air conditioning, and refrigeration systems.

**Machine Tool Operation/Machine Shop**  
**(Goodman Campus)**

**First Year**

**First Semester**

Machine Methods I ..	VMS 1511
Machine Shop	
Drawing .....	VMD 1122
Math/Machine	
Shop .....	VMM 1113
Total	16 hrs.

**Second Semester**

Machine	
Methods II .....	VMS 1611
Blueprint Reading ....	VMP 1223
Math/Machine	
Shop .....	VMM 1213
Total	17 hrs.

**Second Year**

**First Semester**

Machine	
Methods III .....	VMS 2510
Intro. to Numerical	
Control .....	VMS 2113
Technical Physics ....	TPH 3123
Total	16 hrs.

**Second Semester**

Machine	
Methods IV .....	VMS 2611
Fund. of Computer Aided	
Drafting .....	TGR 3113
Employability	
Skills .....	VES 2222
Total	16 hrs.

**PROGRAM DESCRIPTION:** An instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, milling machines, and shapers. Includes instruction in making computations related to work dimensions, testing, feeds and speeds of machines, using precision measuring instruments such as lay out tools, micrometers, and gauges; machining and heat-treating various metals.

## Welding (Goodman Campus)

First Semester	Second Semester
Welding I ..... VWE 1511	Welding II ..... VWE 1612
Math/Welders ..... VMW 1113	Blueprint Reading/
Reading/Welders.... VRW 1123	Welders ..... VMP 1232
<b>Total</b> ..... 17 hrs.	<b>Employability</b>
	Skills ..... VES 2222
	<b>Total</b> ..... 16 hrs.

**PROGRAM DESCRIPTION:** An instructional program that prepares individuals to use gases and/or welding processes and to braze and solder metal parts according to diagrams, blueprints, or written specifications.

This class is limited to forty students.

## **Combination Welding (Kosciusko Skill Center)**

The combination welding course provides comprehensive vocational training in all facets of the welding field. Students learn to work with blueprints and to set up and operate hand and semi-automatic electric arc, oxygen acetylene, and inert gas (heliarc) welding equipment. Basic units of instruction include: all position welding (flat, vertical, horizontal, and overhead), brazing, soldering, cutting, cast iron welding, pipe welding and stainless steel and aluminum welding.

The course runs for 6 months open-entry-open exit, meeting 7 hours per day per week. The course is limited to 10 students.

## **Employment Preparation For Youth (Kosciusko Skill Center)**

The employment preparation for youth program is designed to prepare participants who are ages 16-21 to score satisfactorily on the GED tests in order that they may qualify for a GED certificate. The training will also provide participants with the requirements for entrance into vocational training programs offered by the junior colleges. Additionally, participants will be involved in awareness programs that relate to career orientation, job seeking and keeping skills, employability skills, positive self concepts and good attitudes, resolution to personal problems that are barriers to employment, completion of employment forms, i.e. applications, preparation of resumes, and how to do a successful interview. The elements of human relations and communications are stressed to a considerable degree.

The course runs for three months open-entry-open-exit, meeting 6 hours per day, 5 days per week. The course is limited to 15 students.

## **Industrial Maintenance (Kosciusko Skill Center)**

This high technology course is designed to train workers who have been laid-off and are unlikely to return to their previous occupation or industry. These workers are trained in a combination of skills necessary to perform industrial mechanics, primarily for production type industries. Training components include industrial electricity, hydraulics and pneumatics, welding, machine shop, industrial operation, and individual skill assessment.

There are 10 slots available during the 9-months life cycle of the program. The course meets 6 hours per day.

**Licensed Practical Nursing  
\*(District Hospitals)  
(Grenada Center)**

This is a twelve-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to nursing the patient, introduction to illness, and nursing care of selected patients.

The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, and maternity nursing. A certificate is awarded upon completion of the course. Each class is limited to twelve students.

\*Canton, Grenada, Kosciusko, Goodman, Eupora



## ACADEMIC AND TECHNICAL COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

### ACCOUNTING

#### ACC 1213—Principles of Accounting I.

A study of the accounting principles and procedures employed by proprietorships, the preparation of financial statements, and the uses of accounting data. Three lectures. Three hours credit.

#### ACC 1223—Principles of Accounting II (Prerequisite: ACC 1213).

A study of accounting principles and procedures for partnerships, corporations, manufacturing concerns, and consolidations, as well as analyses used in decision making. Three lectures. Three hours credit.

### ART

#### ART 1113—Art Appreciation.

A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial art) on a conceptual basis. Three lectures. Three hours credit.

#### ART 2723—Art History II

A survey of the historical background of art forms from Renaissance to Twentieth Century. Special emphasis on modern expressions in fields of art. Three lectures. Three hours credit.

### BUSINESS ADMINISTRATION

#### BAD 1313—Business Mathematics.

Emphasis is placed on the study of the fundamental processes: fractions, decimals, discounts, commissions, interest, credit, insurance, depreciation, stocks, bonds, and introductory statistics. The application of these processes is applied toward the problems of business which the student will encounter in the various commercial fields. Three lectures. Three hours credit.

#### BAD 2323—Business Statistics.

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three hours credit.

**BAD 2413—Business Law I.**

A study of the fundamental principles of law as they relate to the legal environment of business. Emphasis is placed on business contracts, personal property, and bailments. Three lectures. Three hours credit.

## BIOLOGY

**BIO 1134—General Biology I.**

An introduction to the basic principles of modern biology. Topics include cell biology, genetics, and the anatomy and physiology of both plants and animals. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1144—General Biology II.**

An introduction to the major groups of plants and animals. Topics include taxonomy, phylogeny, life cycles, ecology, and behavior. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1313—Plant Biology.**

An introduction to the biology of plants: physiology, genetics, development, anatomy and morphology. Emphasis is on flowering plants. Three lecture hours. Two hours laboratory. Three hours credit.

**BIO 1323—Survey of The Plant Kingdom.**

A survey of the plant and fungi kingdoms. Emphasis is on morphology, life cycles, and phylogenetic relationships. Two lecture hours. Two hours laboratory. Three hours credit.

**BIO 1514—Anatomy and Physiology I.**

An anatomical and physiological study of the human body. A study of cell functions, tissues, integumentary, skeletal, muscular, and nervous systems. Each system is considered in detail regarding both structure and function. Three lectures. Two hours laboratory. Four hours credit.

**BIO 1524—Anatomy and Physiology II (Prerequisite: BIO 1514).**

A continuation of Anatomy and Physiology I. A study of sense organs, circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Three lectures. Two hours laboratory. Four hours credit.

**BIO 2414—Zoology I.**

An introductory course in college zoology. Includes a study of basic scientific principles, behavior and structure of matter, characteristics of life, microscopy, animal cells and tissues, mitosis and meiosis, embryological development, and a survey of human systems. Three lecture hours. Two hours laboratory. Four hours credit.

**BIO 2424—Zoology II (Prerequisite: BIO 2414).**

A continuation of BIO 2414 in which the protozoans and major animal groups are studied. A survey including typical representatives of each animal group and/or dissection in the laboratory. Three lecture hours. Two hours laboratory. Four hours credit.

**BIO 2924—Microbiology.**

Introduction to the biology of microorganisms: classification, physiology, genetics and control. Emphasis is on bacteria and viruses. Laboratory topics include staining, cultivation, identification and environmental influences on growth. Designed for science majors. Three lecture hours. Two hours laboratory. Four hours credit.

## **CHEMISTRY**

**CHE 1211—General Chemistry Laboratory I.**

Selected experiments to illustrate the principles introduced in CHE 1213. Three hours laboratory. One hour credit.

**CHE 1213—General Chemistry I. (Corequisite: MAT 1313 or instructor's permission).**

An introductory course covering the fundamental concepts of college chemistry. Topics addressed include: atomic structure, periodicity, bonding, formulas and composition, reactions, stoichiometry, gas laws, liquids, and solids. Three lecture hours. Three hours credit.

**CHE 1221—General Chemistry Laboratory II.**

**(Prerequisite: CHE 1211).**

Selected experiments to illustrate the principles introduced in CHE 1223. Three hours laboratory. One hour credit.

**CHE 1223—General Chemistry II (Prerequisite: CHE 1213).**

A continuation of CHE 1213 with emphasis on the following topics: solutions, acid-base theories, redox reactions, thermodynamics, kinetics, equilibria, and electrochemistry. Three lecture hours. Three hours credit.

**CHE 1314—Principles of Chemistry I. (Corequisite: MAT 1233 or higher).**

Designed primarily for home economics, nursing and other allied health majors. A study of the properties of matter and energy and their application to inorganic principles; accepted atomic and molecular models; the accepted theories of acids and bases; dynamic aspects of chemical systems and basic principles of nuclear chemistry. Three lecture hours. Three hours laboratory. Four hours credit.

**CHE 1414—Introductory Organic and Biochemistry (Prerequisite: CHE 1213 or CHE 1314).**

Primarily for home economic, nursing and other allied health majors. A study of organic compounds with a particular emphasis on those of biological importance and the chemical processes associated with human biochemistry. Three lecture hours. Three hours laboratory. Four hours credit.

**CHE 2424—Organic Chemistry I (Prerequisite: CHE 1223).**

Basic principles of carbon chemistry bonding, structure, and behavior; aliphatic compounds; methane, alkanes, alkenes, alkynes and dienes, alicyclic hydrocarbons; stereochemistry and stereoisomerism.

**CHE 2434—Organic Chemistry II (Prerequisite: CHE 2424).**

Continuation of CHE 2424. Study of aromatic and heterocyclic compounds with emphasis on reactions, reaction mechanisms and nomenclature; introductions to some important biomolecules and the use of spectroscopy in compound identification. Three lecture hours. Three hours laboratory. Four hours credit.

## COMPUTER SCIENCE

**CSC 1113—Introduction to Computer Concepts (Prerequisite: Knowledge of keyboard preferred).**

Introduction to the basic concepts and structure of computers and computer programming; flow charting; data representation; machine logic; history of computing; introduction to BASIC programming. Three lectures. Three hours credit.

**CSC 1613—Computer Programming I (Prerequisite: CSC 1113).**

Introduction to problem-solving methods and algorithm development; designing, debugging, and documentation in PASCAL with a variety of applications. Three lectures. Three hours credit.

**CSC 2323—FORTRAN Programming and Applications  
(Prerequisite: Sophomore standing).**

A course primarily for mathematics, engineering, and science majors. Emphasis is on the structure of the FORTRAN language and its applications to problems in mathematics, engineering, and science. Three lectures. Three hours credit.

**CSC 2543—Introduction to Computer Systems (Advanced Computer Programming).**

Basic concepts of computer systems; computer architecture; machine assembly-level and macro-languages. Two lectures. Two hours laboratory. Three hours credit.

**CSC 2623—Computer Programming II.**

Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Two lectures. Two hours laboratory. Three hours credit.

**CSC 2713—Introduction to File Processing.**

To introduce concepts and characteristics of storage devices; file processing techniques; data structures; elementary data base concepts. Three lecture. Three hours credit.

## **ECONOMICS**

### **ECO 2113—Principles of Economics I (Macroeconomics).**

An introduction to Macroeconomics. Study of resources and goals of the economy, income, employment, fiscal and monetary policy, money and banking, international economics, growth, and other contemporary issues, population, and the environment.

### **ECO 2123—Principles of Economics II (Microeconomics).**

An introduction to Microeconomics. Emphasis on the role of the price system in the production of goods and services, distribution of income, international trade, and comparative economic systems. Three lectures. Three hours credit.

## **EDUCATION**

### **EDU 1311—Orientation.**

A course designed to help the freshman adjust himself to college life. It is a study of personal and social adjustments. It teaches study habits, reading methods, use of the library, note taking, test taking, and gives the student guidance in collegiate life. One lecture. One hour credit.

## **ENGINEERING**

### **EGR 2413—Engineering Mechanics I (Statics).**

Algebraic force systems, equilibrium, moments, machines, friction, centroids, inertia. Three lectures. Three hours credit.

## **ENGLISH**

### **ENG 1103—Developmental English I.**

This course emphasizes basic written communication skills. A comprehensive review of grammar is the primary objective. In addition, attention is given to aspects of spelling and reading problems. Sentence patterns and paragraph organization are examined and practiced in preparation for writing. Three hours institutional credit. (Not designed to transfer)

### **ENG 1113—English Composition I.**

An English composition with a review of grammar and emphasis on the development of writing. Three lectures. Three hours credit.

### **ENG 1123—English Composition II (Prerequisite: ENG 1113).**

This course reinforces basic writing strategies and skills learned in ENG 1113 with emphasis on critical analysis and documented research. Three lectures. Three hours credit.

### **ENG 1203—Developmental English II.**

A continuation of ENG 1103 with emphasis on language usage, paragraphs and finished essays. Three hours institutional credit. (not designed to transfer).

### **ENG 2223—American Literature I.**

A survey of American writings that traces the emergence of a national literature. Readings include historical, political, and imaginative works of writers such as Winthrop, Bradstreet, Franklin, Jefferson, Poe, Hawthorne, and Whitman. Fulfills three hours of the literature requirement for many curricula. Three lectures. Three hours credit.

### **ENG 2233—American Literature II.**

A survey of American literature from the 1860's to the present. Representative works of writers including Twain, Eliot, Faulkner, and Hemingway are examined. Fulfills three hours of the literature requirement for many curricula. Three lectures. Three hours credit.

### **ENG 2323—English Literature I.**

A survey of major English poetry and prose from Beowulf through selected writings by Johnson and Boswell (700-1885 approximately). The works are examined in terms of themes, literary techniques and traditions, and history. Individual writers include, but are not limited to, Chaucer, Shakespeare, Milton, and Swift. Three lectures. Three credit hours.

### **ENG 2333—English Literature II.**

A survey of major English poetry and prose from the age of Romanticism (approximately 1885) to the present. Individual writers include, but are not limited to, Blake, Wordsworth, Hopkins, Yeats, and James Joyce. The works are examined in terms of themes, literary techniques and traditions, and history. Three lectures. Three hours credit.

### **ENG 2423—World Literature I.**

Selected major works of Greece, Rome, Medieval and Renaissance Europe, with emphasis on folk and literary epics of various countries and periods. Three lectures. Three hours credit.

### **ENG 2433—World Literature II.**

A continuation of ENG 2423. Selected European writings and major English and American works from the Neoclassic period to the present. Three lectures. Three hours credit.

## **EDUCATIONAL PSYCHOLOGY**

### **EPY 2513—Child Psychology (Human Growth and Development I).**

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three hours credit.

### **EPY 2523—Adolescent Psychology (Human Growth and Development II).**

A study of the individual during the adolescent years. Three lectures. Three hours credit.

### **EPY 2533—Human Growth and Development.**

This course is designed to study the human organism as it is affected by growth and development from conception to old age; including topics concerning significant changes in abilities, interests, social and emotional adjustments of each maturity level and important implications of growth and development to nurses. Three lectures. Three hours credit.

## **GEOGRAPHY**

### **GEO 1113—World Geography.**

A regional survey of the basic geographic features and major new developments of the nations of the world. Three lectures. Three hours credit.

## **GRAPHICS AND DRAWING**

### **GRA 1143—Graphic Communication.**

Graphic communication using freehand sketching, instruments, orthographic projection, geometric construction, sections, dimensioning, descriptive geometry, and computer aided drawing (Auto Cad). Two lectures. Four hours laboratory. Three hours credit.

### **GRA 1153—Technology Graphics (Prerequisite: GRA 1143).**

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, cams and design and working drawings; concepts of descriptive geometry and computer aided drawing. Six hours laboratory. Three hours credit.

## **HISTORY**

### **HIS 1113—Western Civilization I.**

A general survey of European history from ancient times to 1648 A.D. Three lectures. Three hours credit.

### **HIS 1123—Western Civilization II.**

A general survey of Western civilization since 1648 A.D. Three lectures. Three hours credit.

### **HIS 2213—American (U.S.) History I.**

This course is a survey of U.S. History from the period of discovery and exploration through the Reconstruction. Three lectures. Three hours credit.

### **HIS 2223—American (U.S.) History II.**

This course is a survey of U.S. History from Reconstruction to the present. Three lectures. Three hours credit.

## **HEALTH, PHYSICAL EDUCATION AND RECREATION**

### **HPR 1111—General Activities (First Course).**

These courses include varied exercises and activities such as volleyball, etc. No lecture is involved. Not designed for physical education majors. Two classes. One hour credit.

### **HPR 1121—General Activities (Second Course).**

Same description as HPR 1111. Two classes. One hour credit.

### **HPR 1131—Varsity Sports.**

Participation in \_\_\_\_\_ varsity sport. One hour credit.  
(name sports)

### **HPR 1141—Varsity Sports.**

Participation in \_\_\_\_\_ varsity sport. One hour credit.  
(name sports)

### **HPR 1213—Personal and Community Health I.**

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

### **HPR 1313—Introduction to Health, Physical Education and Recreation.**

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

### **HPR 1511—Team Sports (First Course).**

Lecture on rules and techniques in basketball, stunts and tumbling. Two classes. One hour credit.

### **HPR 1521—Team Sports (Second Course).**

Lecture on rules and techniques in volleyball and softball. Two classes. One hour credit.

### **HPR 1531—Individual and Dual Sports (First Course).**

Lecture and practice in paddle tennis and flag football. Two classes. One hour credit.

### **HPR 1541—Individual and Dual Sports (Second Course).**

Lecture and practice in badminton and tennis. Two classes. One hour credit.

### **HPR 1551—Fitness and Conditioning Training I.**

Lecture and practice in weight training. Two classes. One hour credit.

**HPR 1561—Fitness and Conditioning Training II.**  
Lecture and practice in weight training. Two classes. One hour credit.

**HPR 2111—General Activities (Third Course).**

Same description as HPR 1111. Two classes. One hour credit.

**HPR 2121—General Activities (Fourth Course).**

Same description as HPR 1111. Two classes. One hour credit.

**HPR 2131—Varsity Sports.**

Participation in \_\_\_\_\_ varsity sport. One hour credit.  
(name sports)

**HPR 2141—Varsity Sports.**

Participation in \_\_\_\_\_ varsity sport. One hour credit.  
(name sports)

**HPR 2213—First Aid and Civil Defense.**

First aid treatment as practiced by the American Red Cross; Standard, Advanced, and Instructor's Courses. Civil Defense adult education course teaching personal and family survival under nuclear attack and natural disaster. Three lectures. Three hours credit.

**HPR 2323—Recreational Leadership.**

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

**HPR 2422—Football Theory.**

Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Two lectures. Two hours credit.

**HPR 2433—Basketball Theory.**

A theoretical study of basketball from an offensive and defensive standpoint, including the fundamentals and team organization. Three lectures. Three hours credit.

**HPR 2551—Fitness and Conditioning Training III.**

Lecture and practice in weight training. Two classes. One hour credit.

## INDUSTRIAL EDUCATION

**IED 1213—Wood Technology.**

Study of wood production, manufacturing sales, construction industry, and experimentation of current woodworking skills. Two lectures. Four hours laboratory. Three hours credit.

**IED 2312—General Metal Work.**

Sheet and wrought metal processing; experimentation in bench tools, metal design, jigs, machine processes and metal finishes; construction of metal projects. Four hours laboratory. Two hours credit.

**IED 2323—Forging and Welding.**

Practice in handforging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

**IED 2413—History and Appreciation of the Artcrafts.**

Growth and development of the artcrafts through the ages; instructional applications; practical designs; demonstrations and projects in leather, ceramics, woodworking and other handicraft areas. Six hours laboratory. Three hours credit.

## **JOURNALISM**

**JOU 1111—College Publications I.**

A laboratory course designed to give practical experience in working with the college yearbook, the *Horizons* or the college newspaper the *Growl*. Planning, lay-outs, typewriting, proofreading, and photography will be emphasized according to student interest. Two hours laboratory. One hour credit.

**JOU 1121—College Publications II.**

A continuation of JOU 1111. Two hours laboratory. One hour credit.

**JOU 2111—College Publications III.**

A laboratory course that will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement of skills in headline writing, copy editing, and makeup and design will be stressed. Two hours laboratory. One hour credit.

**JOU 2121—College Publications IV.**

A continuation of JOU 2111. Two hours laboratory. One hour credit.

## **MATHEMATICS**

**MAT 1103—Developmental Mathematics.**

A review of fundamental arithmetical skills: A study of the four basic operations with whole numbers, fractions, decimals and signed numbers; percentages and verbal problems. Three lecture hours. Three hours institutional credit. (Not designed to transfer.)

**MAT 1213—Beginning Algebra (Prerequisite: MAT 1103 or appropriate placement scores).**

A review of operations on real numbers, an introduction to solving linear equations, graphing linear equations of two variables, exponents and polynomials, factoring, rational expressions, roots and rad cal's. Three lecture hours. Three hours credit.

**MAT 1233—Intermediate Algebra (Prerequisite: MAT 1213 or appropriate placement scores).**

This course is designed for students whose qualifications are deficient for MAT 1313. The course includes factoring, algebraic fractions, operations with polynomials, roots and radicals, exponents, linear and quadratic equations and linear inequalities. Three lecture hours. Three hours credit.

**MAT 1313—College Algebra (Prerequisite: MAT 1233 or appropriate placement scores).**

Real and complex numbers; algebraic equations and inequalities; graphs; algebraic functions; exponential and logarithmic functions; systems of equations and inequalities; polynomials; and other selected topics. Three lecture hours. Three hours credit.

**MAT 1323—Trigonometry (Prerequisite: MAT 1313 or permission of Academic Dean).**

This course is a study of trigonometric functions, solutions of right and oblique triangles, identities, trigonometric equations, graphs and applications. Three lecture hours. Three hours credit.

**MAT 1333—Finite Mathematics (Prerequisite: MAT 1313).**

Matrices, systems of linear equations and inequalities, linear programming by graphing and the simplex method, introduction to calculus, and applications of these and other selected topics to problems involving business decision making. Three lecture hours. Three hours credit.

**MAT 1613—Calculus I (Prerequisite: MAT 1313 & MAT 1323 or appropriate placement scores).**

Functions, limits, continuity, derivatives, applications of the derivative, and selected topics from analytic geometry. Three lecture hours. Three hours credit.

**MAT 1623—Calculus II (Prerequisite: MAT 1613).**

Antiderivatives; definite integrals; integration by numerical methods; applications of definite integrals and differential equations; differentiation and integration of trigonometric, exponential, logarithmic, and hyperbolic functions. Three lecture hours. Three hours credit.

**MAT 1723—The Real Number System.**

Structure and development of the real number system and its subsystems as it pertains to elementary school mathematics. Three lecture hours. Three hours credit.

**MAT 1733—Geometry, Measurement and Probability.**

Open only to elementary or special education majors. The course includes problem-solving processes, intuitive foundations of geometry, basic concepts of measurements and probability. Three lecture hours. Three hours credit.

**MAT 2613—Calculus III (Prerequisite: MAT 1623).**

Continuation of methods of integration, indeterminate forms, improper integrals, infinite series, polar coordinates, vectors. Three lecture hours. Three hours credit.

**MAT 2623—Calculus IV (Prerequisite: MAT 2613).**

Further techniques of vector calculus, differential calculus of multivariate functions, multiple integration, line and surface integrals. Three lecture hours. Three hours credit.

**MAT 2913—Differential Equations (Prerequisite: MAT 1623 and concurrent enrollment in MAT 2613).**

Solution of first and higher order ordinary differential equations, existence theorems, systems of linear differential equations, Laplace transform, applications. Three lecture hours. Three hours credit.

## **MODERN FOREIGN LANGUAGE**

**MFL 1113—Elementary French I.**

This course is designed to develop basic language skills; speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principal aid is to be found in the language laboratory. Three lectures. One hour laboratory. Three hours credit.

**MFL 1123—Elementary French II.**

A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. One hour laboratory. Three hours credit.

**MFL 1213—Elementary Spanish I.**

This course is designed to develop basic language skills; reading, writing, and speaking. Records and tapes are used to develop correct pronunciation. Drills on grammar through written and oral exercises are used in class work. Three lectures. One hour laboratory. Three hours credit.

**MFL 1223—Elementary Spanish II.**

A continuation of MFL 1213. Special attention is given to irregular verbs and the subjunctive mood. Records and tapes are used to develop correct pronunciation. Three lectures. One hour laboratory. Three hours cred.t.

**MFL 1313—Elementary German I.**

This course covers the fundamentals of grammar, conversation, and reading. Emphasis is not only on syntax but also on vocabulary and pronunciation with practice in listening and speaking. Three lectures. One hour laboratory. Three hours credit.

**MFL 1323—Elementary German II.**

A continuation of German 1313. Three lectures. One hour laboratory. Three hours credit.

### **MFL 2113—Intermediate French I.**

A review of French grammar, and continued development of basic language skills. Reading materials are used which have literary and cultural value. Three lectures. One hour laboratory. Three hours credit.

### **MFL 2123—Intermediate French II.**

Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. Three lectures. One hour laboratory. Three hours credit.

### **MFL 2213—Intermediate Spanish I.**

A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Conversaphone records are used. Three lectures. One hour laboratory. Three hours credit.

### **MFL 2223—Intermediate Spanish II.**

A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the students to record and listen to his own and other student's use of the language. Three lectures. One hour laboratory. Three hours credit.

### **MFL 2313—Intermediate German I.**

This course is primarily a reading course. A review of grammar is provided as well as practice in comprehension and speaking. Three lectures. One hour laboratory. Three hours credit.

### **MFL 2323—Intermediate German II.**

A continuation of German 2313. Three lectures. One hour laboratory. Three hours credit.

## **MUSIC**

### **MUSIC FOUNDATIONS (Education, History, Theory)**

### **MUS 1113—Music Appreciation.**

Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.

### **MUS 1214, 1224, 2214, 2224—Music Theory I, II, III, IV.**

Recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures. Two hours laboratory. Four hours credit.

## **MUS 2413—Music Literature.**

Style and history of the standard repertory of music in western civilization from Gregorian chant to the contemporary era. Enrollment limited to sophomore music majors and minors. Three lectures. Three hours credit.

## **MUSIC APPLIED**

### **(Brass, Organ, Percussion, Piano, Strings, Voice, and Woodwinds)**

#### **MUA 1141, 1151, 2141, 2151—Brass for Non-Majors I, II, III, IV.**

One hour private instruction. Three hours practice. One hour credit.

#### **MUA 1172, 1182, 2172, 2182—Brass for Music Education Majors I, II, III, IV.**

One hour private instruction. Six hours practice. Two hours credit.

#### **MUA 1331, 1341, 2331, 2341—Organ for Non-Majors I, II, III, IV.**

One hour private instruction. Three hours practice. One hour credit.

#### **MUA 1363, 1373, 2363, 2373—Organ for Music Majors I, II, III, IV.**

One hour private instruction. Nine hours practice. Three hours credit.

#### **MUA 1441, 1451, 2441, 2451—Percussion for Non-Majors I, II, III, IV.**

One hour private instruction. Three hours practice. One hour credit.

#### **MUA 1472, 1482, 2472, 2482—Percussion for Music Education Majors I, II, III, IV.**

One hour private instruction. Six hours practice. Two hours credit.

#### **MUA 1511, 1521, 2511, 2521—Class Piano I, II, III, IV.**

For instrumental and voice majors only. One lesson. Three hours practice. One hour credit.

#### **MUA 1541, 1551, 2541, 2551—Piano for Non-Majors I, II, III, IV.**

One lesson. Three hours practice. One hour credit.

#### **MUA 1573, 1583, 2573, 2583—Piano for Music Majors I, II, III, IV.**

One hour private instruction. Nine hours practice. Three hours credit.

#### **MUA 1641, 1651, 2641, 2651—Strings for Non-Majors I, II, III, IV.**

One hour private instruction. Three hours practice. One hour credit.

#### **MUA 1672, 1682, 2672, 2682—Strings for Music Education Majors I, II, III, IV.**

One hour private instruction. Six hours practice. Two hours credit.

#### **MUA 1711, 1721—Class Voice I, II.**

For Piano, Organ, and Instrumental majors only. One lesson. Three hours practice. One hour credit.

**MUA 1741, 1751, 2741, 2751—Voice for Non-Majors I, II, III, IV.**  
One lesson. Three hours practice. One hour credit.

**MUA 1772, 1782, 2772, 2782—Voice for Music Education Majors I, II, III, IV.**

One hour private instruction. Six hours practice. Two hours credit.

**MUA 1841, 1851, 2841, 2851—Woodwinds for Non-Majors I, II, III, IV.**  
One hour private instruction. Three hours practice. One hour credit.

**MUA 1872, 1882, 2872, 2882—Woodwinds for Music Education Majors I, II, III, IV.**

One hour private instruction. Six hours practice. Two hours credit.

## **MUSIC ORGANIZATIONS**

**(Band, Small Band Groups, Stage Band, Choir, Small Singing Groups)**

**MUO 1111, 1121, 2111, 2121—Band I, II, III, IV.**  
Four practice sessions. One hour credit.

**MUO 1141, 1151, 2141, 2151—Small Band Groups I, II, III, IV.**  
One practice session. One hour credit.

**MUO 1171, 1181, 2171, 2181—Stage Band I, II, III, IV.**  
One practice session. One hour credit.

**MUO 1211, 1221, 2211, 2221—Choir I, II, III, IV.**  
Three hours practice. One hour credit.

**MUO 1241, 1251, 2241, 2251—Small Singing Groups I, II, III, IV.**  
One practical session. One hour credit.

## **NURSING, ADN**

**NUR 1117—Fundamentals of Nursing**

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions. Four lectures. Nine hours laboratory. Seven hours credit.

**NUR 1128—Adult-Child Nursing I.**

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have treats to basic human

needs. Care of the pre- and post-operative patient is explored. Concepts introduced in Nursing 1117 are reinforced and applied. Nutrition and pharmacology are integrated. Five lectures. Nine hours laboratory. Eight hours credit.

#### **NUR 2113—Pharmacology (Prerequisites: BIO 1514 & BIO 1524).**

This course is designed to enhance the student's understanding and application of pharmacological principles. Commonly used drugs will be studied and classified according to action and therapeutic use. Emphasis will be placed on pharmacokinetics, side effects, and nursing implications. Three lectures. Three hours credit.

#### **NUR 2135—Psychiatric/Mental Health Nursing.**

This course focuses on the utilization of the nursing process in the care of patients with unmet psychosocial needs in a psychiatric setting. The clinical experience affords students the opportunity to utilize therapeutic communication in nurse/patient relationships. The psychopathology underlying altered behavioral responses to unmet needs will be explored and utilized as a basis for understanding the rationale for nursing approaches in the clinical setting. Nine lectures. Fifteen hours laboratory per week for six-week summer session. Five hours credit.

#### **NUR 2148—Maternal-Child Nursing.**

This course focuses on the utilization of the nursing process in the care of mothers and children at various age levels. It introduces basic nursing knowledge and skills related to meeting normal needs with emphasis on the role of the nurse, as any threats to those needs are encountered. Four lectures. Twelve hours laboratory. Eight hours credit.

#### **NUR 2158—Adult-Child Nursing II.**

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 1128. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience in organizing, implementing and evaluating care for patients. Nutrition and pharmacology are integrated. Four lectures. Twelve hours laboratory. Eight hours credit.

#### **NUR 2162—Management and Career Development.**

This course is designed to introduce to the student basic principles of organization, management and career development that will assist the student as he/she functions as an associate degree nurse. Current issues and trends presently influencing nursing and the field of health care are discussed. Two lectures. Two hours credit.

## PHILOSOPHY AND BIBLE

### PHI 1113—Old Testament Survey.

This is a study of the entire Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

### PHI 1133—New Testament Survey.

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

## PHYSICS

### PHY 1113—Astronomy.

Introduction to the solar system, stars, our galaxy and the extra-galactic universe. Required observatory work at night. Two lecture hours. Three hours laboratory. Three hours credit.

### PHY 2243—Physical Science Survey I (Corequisite: MAT 1233 or higher).

An introduction to the basic concepts of physics and astronomy. Selected experiments to illustrate the principles taught in lecture. Designed for non-science majors. Two lecture hours. Two hours laboratory. Three hours credit.

### PHY 2253—Physical Science Survey II (Corerequisite: MAT 1233 or higher)

An introduction to the basic concepts of chemistry and geology. Selected experiments to illustrate the principles taught in lecture. Designed for non-science majors. Two lecture hours. Two hours laboratory. Three hours credit.

### PHY 2414—General Physics I (Prerequisite: MAT 1323).

A study of mechanics, heat and sound. Three lecture hours. Three hours laboratory. Four hours credit.

### PHY 2424—General Physics II (Prerequisite: PHY 2414).

Electricity and magnetism, light and optics, introduction to modern physics. Three lecture hours. Three hours laboratory. Four hours credit.

## POLITICAL SCIENCE

### PSC 1113—American National Government.

Survey of the organizations, political aspects of and basis for American government. Three lectures. Three hours credit.

### PSC 1123—American State and Local Government.

Relationship between states and federal governments, and between states and their subdivisions; organizations, function, and operation of

executive, legislative, and judiciary; elections and suffrage generally. Mississippi particularly. Three lectures. Three hours credit.

## PSYCHOLOGY

### **PSY 1513—General Psychology I.**

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three lectures. Three hours credit.

## READING

### **REA 1103—Developmental Reading I.**

Special reading instruction for students deficient in basic reading skills. Stresses functional word attack skills, comprehension, vocabulary, and basic study skills. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).

### **REA 1203—Developmental Reading II.**

A continuation of REA 1103. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).

### **REA 1213—Reading and Study Skills I.**

A course provided to help students develop reading skills necessary for success in college. Emphasis is placed on comprehension, vocabulary, and study skills. Guidance in developing wide reading interests. Three lectures. Three hours credit.

### **REA 1223—Reading and Study Skills II.**

A continuation of REA 1213. Three lectures. Three hours credit.

### **REA 1233—Speed Reading I.**

A course designed to improve a student's reading rate with emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests that will provide background for college courses. Two lectures. Two hours laboratory. Three hours credit.

## SOCIOLOGY

### **SOC 2113—Introduction to Sociology.**

A study of human relationships. Students will receive a synopsis of the whole field of sociology; the social world, the social and cultural processes within this world, and the integration of these processes in relation to the individual, the group, and the institution. Three lectures. Three hours credit.

### **SOC 2143—Marriage and Family.**

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of Socio-economic adjustments to society. Three lectures. Three hours credit.

## SPEECH AND THEATRE

### **SPT 1113—Oral Communication (Principles of Speech).**

Correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions, major emphasis on organization of material; and practice in speaking before the group. Three lectures. Three hours credit.

### **SPT 1233—Acting I (Prerequisite: SPT 1113).**

An introduction to the theatre and the art of acting. Emphasis is placed on the technical aspects of acting and on the expressive use of the body in stage movement. Classroom work in mime and the presentation of scenes from plays prepare the student for required performance in either a workshop or a major production. A production laboratory in connection with the class introduces the student to the technical phases of the theatre which contribute to the effectiveness of the work of the actor. Three lectures. Required laboratory. Three hours credit.

### **SPT 1241, 1251, 1261, 1271—Drama Production I, II, III, IV.**

Participation in college drama productions. Three hours laboratory. One hour credit.

### **SPT 2143—Oral Interpretation (Prerequisite: Sophomore standing, permission of the instructor).**

Training is given in the techniques of oral interpretative reading; its theories and practices. Emphasis is placed on studies of the backgrounds of the authors and selections, and upon reading the printed page. Three lectures. Three hours credit.

### **SPT 2233—Theatre Appreciation.**

Appreciation of the theatre as a performance art; developing perceptive audience standards through demonstrations of the unique characteristics of the theatre. The course will include an examination of theatre's history and physical structure. Three lectures. Three hours credit.

### **SPT 2243—Directing (Prerequisite: SPT 1113).**

Principles of stage directing, preparation of a director's prompt book and the directing of a one-act play. Three lectures. Four hours laboratory for the last four weeks of the semester. Three hours credit.



## **TECHNICAL COURSE DESCRIPTIONS**

### **ACCOUNTING**

#### **TAC 1114—Accounting I.**

Designed to give students an understanding of recording, classifying, and summarizing of business transactions and events with insight into interpretation and reporting of the resulting effects upon the business. Practice set included. Three lectures. Two hours laboratory. Four hours credit.

#### **TAC 4123—Computerized Accounting (Prerequisite: Typewriting I and Accounting I).**

A study of the major areas of a computerized accounting system: general ledger, accounts receivable, accounts payable, payroll, and depreciation. Introduces the student to the business capabilities of the microcomputer for a sole proprietorship, a partnership, and a corporation. Three lectures. Three hours credit. Lab required.

## **COMPUTER APPLICATIONS**

#### **TAP 1113—Information Processing I.**

Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheets, and data base management. Emphasis is placed on computer terminology with hands-on experience given using different types of software. Three lectures. Three hours credit. Lab required.

#### **TAP 2123—Word Processing I (Prerequisite: Typewriting I or equivalent.)**

Designed to place emphasis on the mastery of word processing functions and proofreading skills to achieve excellence in document production. Three lectures. Three hours credit. Lab required.

#### **TAP 3133—Word Processing II (Prerequisite: Word Processing I).**

A continuing development of word processing skills. Production with accuracy is stressed and practice is given through a variety of documents. Three lectures. Three hours credit. Lab required.

#### **TAP 3313—Electronic Spreadsheet Applications. (Prerequisite: Information Processing I).**

Introduction to the construction and use of electronic spreadsheets as an aid to management decision making. Three lectures. Three hours credit. Lab required.

#### **TAP 3413—Desktop Publishing. (Prerequisite: Word Processing I or Information Processing I).**

Introduction to desktop publishing concepts using microcomputers to write, assemble, and design publications in a business or editorial office. Three lectures. Three hours credit. Lab required.

**TAP 4143—Information Processing II. (Prerequisite: Information Processing I).**

Continuation of Information Processing I with additional study to include telecommunications, electronic mail, desk top publishing, and other microcomputer applications to reflect current technology. Emphasis is placed on supervisory skills and management techniques. Decisions on making activities concerning various situations found in business will be stressed. Three lectures. Three hours credit. Lab required.

**TAP 4213—Data Base Management. (Prerequisite: Information Processing I; Typewriting or equivalent).**

Introduction to data base concepts using a data management program to create files, enter and update data, and retrieve information. Three lectures. Three hours credit. Lab required.

## **BUSINESS ADMINISTRATION**

**TBA 1113—Principles of Banking.**

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

**TBA 2413—Business Law I.**

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

**TBA 2713—Principles of Real Estate.**

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

**TBA 2723—Real Estate Law.**

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

**TBA 2733—Real Estate Finance.**

This course provides a background in the varied real estate mortgage credit operations of commercial banks in the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property, and (4) the administrative tasks common to most mortgage departments. Three lectures. Three hours credit.

**TBA 2743—Real Estate Appraisal.**

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. Three lectures. Three hours credit.

## BUILDING CONSTRUCTION

**TBC 1113—Fundamentals of Carpentry.**

A course designed to familiarize the student with the fundamentals of carpentry processes involved in a typical structure, and their applications and solutions. One lecture and four hours laboratory. Three hours credit.

**TBC 1123—Construction Blueprint Reading.**

A course designed to teach the student how to read and interpret plans and specifications for residential and light commercial construction. Three lectures. Three hours credit.

**TBC 1133—Methods and Materials.**

This course is designed to teach the student the different methods of light and heavy construction and materials to be used. Emphasis will be placed on construction safety and first aid. Three lectures. Three hours credit.

**TBC 1142—Welding Applications.**

This course is designed to teach the student basic welding procedures as related to construction plumbing and pipe fitting. One lecture. Two hours laboratory. Two hours credit.

**TBC 2173—Construction Planning and Scheduling.**

This course is designed to teach the student the sequence of construction as it relates to installation of materials and equipment. It is also designed to teach the importance of rigid management of people and time. The student will be taught to plan and maintain a work schedule. Three lectures. Three hours credit.

**TBC 3144—Cost and Estimating I.**

Preparation of material and labor quantity surveys from actual working drawings and specifications. Includes instruction in computations using tables, formulas, and calculators. Four lectures. Four hours credit.

**TBC 3153—Electrical Wiring.**

A course designed to give the student a working knowledge of the electrical area in house wiring and light commercial construction. Two lectures. Two hours laboratory. Three hours credit.

**TBC 3213—Introduction to Plumbing & Pipe Fitting.**

This course is designed to teach basic plumbing and fitting as outlined in the standard plumbing code. It also includes how to select pipes, valves, fittings, and hangers based on the service on which they are to be used. Two lectures. Two hours laboratory. Three hours credit.

### **TBC 4123—Carpentry II (Prerequisite: TBC 1113).**

This course is designed to teach the student the correct method of taking a house from a set of plans to the completed framing stage of construction. One lecture. Four hours laboratory. Three hours credit.

## **BROADCASTING**

### **TBG 1213—Introduction to Broadcasting.**

This preliminary course provides an overview of the radio and television communications industry. The history and development of radio and television as mass media and current technological changes in the industry are explored to give the student an understanding of the role of radio and television in our society. Three lectures. Three hours credit.

### **TBG 1311—Broadcast Lab.**

Students practice announcing techniques and prepare programming material for the college radio station. Two hours laboratory. One hour credit.

### **TBG 1412—Radio Station Operations I.**

The study of the techniques and applications of oral interpretations and general American speech patterns commonly heard in radio broadcasts. Two lectures. Two hours credit.

### **TBG 2311—Broadcast Lab.**

Students prepare various sound productions for class and for the college radio station. Two hours laboratory. One hour credit.

### **TBG 2412—Radio Station Operations II.**

The study of the physical and psychological aspects of sound used in sound productions for broadcast. Two lectures. Two hours credit.

### **TBG 2513—Mass Communications.**

A study of the operations of mass media organizations distributing public information to support marketing and public opinion objectives. Three lectures. Three hours credit.

### **TBG 3311—Broadcast Lab.**

Students are given practical experience in administration by selecting, scheduling, and producing programming materials for the college radio station. Second year students will also critique programming materials prepared by the first year students. Two hours laboratory. One hour credit.

### **TBG 3312—Broadcast Lab.**

Students are given practical experience in administration by selecting, scheduling, and producing programming materials for the college radio station. Second year students will also critique programming materials prepared by the first year students. Four hours laboratory. Two hours credit.

### **TBG 3612—Television Production.**

The study and practice of the basic mechanics of video production with emphasis on the use of the camera and lighting outside of the studio. Two lectures. Two hours credit.

### **TBG 3712—Broadcast Writing.**

The study and practice of copy writing for programming, commercials, and news. Emphasis is on writing commercials and promotional announcements. Two lectures. Two hours credit.

### **TBG 3812—Station Administration.**

The study of radio, television, and cable stations which includes: organization, operation, regulation, and the duties/responsibilities of station personnel. Two lectures. Two hours credit.

### **TBG 4311—Broadcast Lab.**

A continuation of practical experience in administrative duties. Two hours lab. One hour credit.

### **TBG 4312—Broadcast Lab.**

A continuation of practical experience in administrative duties. Four hours lab. Two hours credit.

### **TBG 4612—Television Production.**

The continued study of video production with emphasis on television studio production and video editing. Two lectures. Two hours credit.

### **TBG 4712—Broadcast Writing.**

The continued study of copy writing with the emphasis on news writing. Two lectures. Two hours credit.

### **TBG 4812—Station Administration.**

A continuation of the study of the administration of radio, television and cable stations. Two lectures. Two hours credit.

## **BUSINESS AND OFFICE**

### **TBO 1113—Typewriting I.**

Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business documents. Students with a year of high school typewriting normally do not take this course. Three lectures. Three hours credit. Lab required.

### **TBO 1313—Records Management.**

Major filing methods with emphasis on traditional and electronic information creation, retrieval, retention and disposal of records. Selection of personnel, supplies, and equipment, and procedures for the operation and control of storage systems. Three lectures. Three hours credit. Lab required.

## **TBO 1411—Professional Development I.**

Designed to provide an awareness of the "people" skills essential for job success. Topics include positive self-image, professional self-image ethics, time management, human relations, communications skills, organizational dynamics, and professional development. Also emphasis upon developing leadership ability, establishing career goals, learning parliamentary procedures and promoting participation in various school community, social and civic activities. One hour credit.

## **TBO 2123—Typewriting II (Prerequisite: High School Typewriting or Typewriting I).**

The improvement of basic skills and production of business documents. Development of sustained speed and accuracy. Advanced drills on letter forms, telegrams, manuscripts, and other business forms. Three lectures. Three hours credit. Lab required.

## **TBO 2421—Professional Development II.**

A continuation of Professional Development I. One hour credit.

## **TBO 2513—Business Mathematics.**

Study of the fundamental processes, fractions, decimals, percentages, and problem solving, both with and without an electronic calculator as applied to business operations. The skill of operating a desk calculator with touch control is emphasized. Three lectures. Three hours credit.

## **TBO 2613—Business Communications II (Prerequisites: English Composition I; Typewriting I or equivalent).**

A study of business communications with emphasis on principles of writing business letters and reports, proofreading, and oral communication. Emphasis placed on correct spelling, grammar, punctuation, and clarity of communication. Three lectures. Three hours credit.

## **TBO 2713—Legal Office Procedures (Prerequisite: Typewriting I).**

This course is designed to provide a legal procedures background including legal terminology, typewriting and transcription skills, and general legal office procedures. Three lectures. Three hours credit required.

## **TBO 2723—Medical Office Procedures (Prerequisite: Typewriting I).**

Presents technical, practical information through realistic office simulations. Includes role-playing situations, project assignments and medical vocabulary review for the office assistant. Three hours credit. Lab required.

## **TBO 3213—Shorthand I.**

Introduction to the theory and practice of symbolic shorthand with emphasis on the development of speed and accuracy in typewriting. Students with a year of high school shorthand need not take this course. Three lectures. Three hours credit. Lab required.

**TBO 3431—Professional Development III**

**TBO 4223—Shorthand II (Prerequisite: High school shorthand or Shorthand I).**

Hours credit Lab required

**TBO 4441—Professional Development IV**

**TBO 4733—Machine Transcription (Prerequisite: Word Processing I or equivalent)**

Hours credit Lab required

## **CHILD CARE**

**TCC 1111—Curriculum Ideas for Young Children.**

Exploring curriculum ideas for young children through the use of books, curriculum lab, Holmes Community College Library and other field experiences. Two-hour laboratory. One hour credit.

**TCC 1123—Art for Children.**

Introduction of a variety of creative art activities for young children. Emphasis placed on encouraging creative expression by children, not perfecting musical skills. Three lectures. Three hours credit.

**TCC 1154—Child Development I.**

This course focuses on each aspect of the child's development—cognitive, emotional and physical. Case studies will help student learn to apply theory to common situations. Laboratory work consists of directed observation and participation. Three lectures and two-hour laboratory. Four hours credit.

**TCC 1212—Child Nutrition and Health Care I.**

Basic information regarding nutrition, the nutrition value of food, and the relationship of food and food habits to the nutrition of the young child. One lecture and two hours laboratory. Two hours credit.

**TCC 2113—Music for Children.**

Introduction of a variety of creative music activities for young children. Emphasis placed on encouraging musical expression by children, not perfecting musical skills. Three lectures. Three hours credit.

**TCC 2154—Child Development II.**

A continuation of TCC 1154. Two lectures. Four hours laboratory. Four hours credit.

### **TCC 2222—Child Nutrition and Health Care II.**

A continuation of TCC 1212. One lecture and two hours laboratory. Two hours credit.

Note<sup>1</sup> The above courses replace TCC 2133.

### **TCC 3125—Day Care Practicum I.**

This course is designed for the student to participate actively in the training and supervision of children in the campus child care center. The student is closely supervised by a qualified instructor. Two lectures and six hours laboratory. Five hours credit.

### **TCC 3133—Language Arts for Children.**

A study of the basic forms of communication development including, pre-reading, pre-writing, listening and speaking skills. Included will be various forms of children's literature and quality selection for the preschooler. Three lectures. Three hours credit.

### **TCC 3143—Physical/Motor Development for Children.**

An analysis of the fundamental motor patterns developed during early childhood with emphasis on fine and gross motor skills. Three lectures. Three hours credit.

### **TCC 3153—Methods and Materials for Teaching Children.**

Approaches to teaching and guiding learning of young children analyzed and practiced along with materials effective in supporting each strategy. Three lectures. Three hours credit.

### **TCC 4113—Administration of Programs for Young Children.**

A course in the organizational structure and management of various programs for young children. Three lectures. Three hours credit.

### **TCC 4123—Teaching the Special Child.**

This course is designed to meet the need for teachers with more meaningful individual education for children with learning disabilities and other areas of exceptionality in children. Three lectures. Three hours credit.

### **TCC 4135—Day Care Practicum II.**

A continuation of TCC 3125. Two lectures and six hours laboratory. Five hours credit.

## **COOPERATIVE EDUCATION**

### **TCE 1113—Cooperative Education Work Experience I.**

Supervised work experience performed in a job setting related to the student's major field of study. The work experience is under the supervision of the Cooperative Education Coordinator. A minimum of fifteen hours per week of work experience and attendance at weekly seminars required. Three hours credit.

**TCE 2123—Cooperative Education Work Experience II (Prerequisite: TCE 1113).**

A continuation of TCE 1113. Three hours credit.

**TCE 3133—Cooperative Education Work Experience III (Prerequisite: TCE 2123).**

A continuation of TCE 2123. Three hours credit.

**TCE 4143—Cooperative Education Work Experience IV (Prerequisite: TCE 3133).**

A continuation of 3133. Three hours credit.

## **DISTRIBUTION & MARKETING**

### **TDM 1113—Retailing.**

A study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Three lectures. Three hours credit.

### **TDM 1123—Advertising Principles.**

An introduction to advertising media. Principles involved with each of the major media are studied. Newspaper, T.V., radio, magazine, direct mail, and outdoor advertising techniques are studied from a practical viewpoint. Students will be required to prepare a layout work in the print media area. Three lectures. Three hours credit.

### **TDM 1213—Salesmanship.**

A retail, wholesale, and specialty selling course. Emphasis upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Three lectures. Three hours credit.

### **TDM 2113—Principles of Marketing.**

A study of marketing structure within the United States economic system. Analysis of the movement of goods from producer to consumer through various channels of distribution, functions of marketing, and social and economic implications. Three lectures. Three hours credit.

### **TDM 2213—Microcomputers.**

Operation of microcomputers in retail and wholesale businesses will be studied. Practical applications include word processing, personnel files on data base, spreadsheets, and sales projections. One lecture. Four hours laboratory. Three hours credit.

### **TDM 2223—Personnel Management.**

A study of the objectives, functions and organization of personnel programs. Emphasis is centered on job evaluation, selection and placement, education and training, safety and health, employee services, employee relationships, industrial relations, and personnel research. Three lectures. Three hours credit.

### **TDM 2323—Principles of Management.**

Principles of business management including the study of planning, organizing, directing, controlling, and coordinating with effective communication in the business enterprise. Three lectures. Three hours credit.

### **TDM 2423—Small Business Management.**

Principles of business management including overview of major management functions with special emphasis on small business application. Role of management in business qualifications and requirements. Three lectures. Three hours credit.

## **COMPUTER TECHNOLOGY**

### **TDP 1115—BASIC Programming (Prerequisite: Typewriting I or equivalent).**

This introductory course is designed to give the student a background and overview of the scope of business data processing. Through the use of modern computer equipment, students will be taught structured programming with the BASIC language. Three lectures. Four hours laboratory. Five hours credit.

### **TDP 1113—BASIC Programming (Evening Program).**

This introductory course is designed to give the student a background and overview of the scope of business data processing. Through the use of modern computer equipment, students will be taught structured programming with the BASIC language. Two lectures. Two hours laboratory. Three hours credit.

### **TDP 1311—Introduction to Computer Management.**

This introductory class familiarizes the student with basic computer concepts with special emphasis on the Disk Operating System (DOS). Basic DOS commands to operate a two-drive and a hard-disk systems will be covered. Other software tools to manage a microcomputer system will be presented. One-half hour lecture. One hour laboratory. One hour credit.

### **TDP 2115—COBOL Programming With Business Applications (Prerequisite: BASIC Programming; Corequisite: Computer Operations).**

Applying computer logic and concepts to solving business problems in using the COBOL programming language. Three lectures. Four hours laboratory. Five hours credit.

### **TDP 2113—COBOL Programming With Business Application (Evening Program).**

Applying computer logic and concepts to solving business problems in using the COBOL programming language. Two lectures. Two hours laboratory. Three hours credit.

**TDP 2224—Computer Operations (Corequisite: COBOL Programming With Business Applications).**

A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Three lectures. Two hours laboratory. Four hours credit.

**TDP 2321—Advanced Computer Management (Prerequisite: TDP 1311).**

This class is a continuation of TDP 1311—Introduction to Computer Management. The special emphasis will be on usage of the hard disk system. One-half hour lecture. One hour laboratory. One hour credit.

**TDP 3115—RPG II Programming (Prerequisite: COBOL Programming With Business Applications).**

This is a basic course that advances concepts, terminology, and the theory of modern computers and provides additional instruction in the use of selected IBM minicomputer utility programs. Students are introduced to business-related RPG II programming projects. Three lectures. Four hours laboratory. Five hours credit.

**TDP 3113—RPG II Programming (Evening Program).**

This is a basic course that advances concepts, terminology, and the theory of modern computers and provides additional instruction in the use of selected IBM minicomputer utility programs. Students are introduced to business-related RPG II programming projects. Two lectures. Two hours laboratory. Three hours credit.

**TDP 4214—Systems Analysis and Design (Corequisite: Advanced RPG II Programming).**

Use of data processing equipment in designing a complete management information system. Shows how all business functions interrelate by requiring students to analyze manual procedures, design a sound systems approach, make proper selections, and implement a feasible conversion schedule. Three lectures. Two hours laboratory. Four hours credit.

**TDP 4224—Advanced RPG II Programming (Prerequisite: RPG II programming, Corerequisite: Systems Analysis and Design).**

This course is designed to expand the student's knowledge of RPG II programming language. Correlation between this course and Systems Analysis and Design, is drawn to enable a student to start at the very beginning and advance to accomplish an overall desired result. Three lectures. Two hours laboratory. Four hours credit.

## **ENGINEERING**

**TEG 3133—Statics and Strength of Materials.**

An introductory course into the field of structural design, consisting of a study of statics and strength of materials. Emphasis is given to elementary analysis of forces in simple structures, and a study of the properties of such materials as steel, wood, and concrete, and the design

of beams, columns, and shafts with these materials. Three lectures. Three hours credit.

### **TEG 4143—Surveying.**

A familiarization laboratory designed to develop in the drafting student the ability to take surveyor's notes and convert them into finished drawings. It includes basic principles of geometry, theory, and use of instruments, mathematical calculators, and the control and reduction of errors. One lecture. Four hours laboratory. Three hours credit.

## **ENGLISH**

### **TEN 1103—Developmental English I.**

This course in writing stresses basic communication skills—writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three lectures. Two hours laboratory. Three hours institutional credit. (Not designed to transfer).

### **TEN 1203—Developmental English II.**

A continuation of TEN 1103. Three lectures and two hours laboratory. Three hours institutional credit. (Not designed to transfer).

## **ELECTRICAL & POWER TRANSMISSION**

### **TEP 1214—Electric Power Technology.**

This course is designed to teach the design and theory of operation of AC motors, DC motors, generators, AC and DC motor control. Emphasis is placed on the operation of single phase and three phase motors through the theory and use of electric speed control circuitry. Three lectures. Two hours laboratory. Four hours credit.

## **ELECTRONICS**

### **TER 1124—Fundamentals of Direct Current (Prerequisite: MAT 1213 or Advisor's Approval).**

This course is designed to familiarize the student with the basic electronic fundamentals of D.C. circuits and applications which are prerequisite to electronic studies. Lab exercises provide theory reinforcement and familiarity with test equipment. Three lectures. Two hours laboratory. Four hours credit.

### **TER 1214—Fundamentals of Alternating Current (Prerequisite: TER 1124 or Advisor's Approval).**

This course is designed to familiarize the student with the basic electronic principles in A.C. circuits and applications which are prerequisite to subsequent electronic studies. Lab exercises provide theory reinforcement and familiarity with test equipment. Three lectures. Two hours laboratory. Four hours credit.

### **TER 1224—Digital Principles.**

A course designed to introduce the student to digital logic gates, number systems, counters, registers, memory elements, control, wave form generation, display devices, and gate specifications. Three lectures. Two hours laboratory. Four hours credit.

### **TER 1313—Industrial Electricity I.**

This course is designed to introduce the student to fundamental concepts of electricity and its use in the industrial environment. Included is an in-depth look at various layouts and designs of industrial electricity with a beginning analysis of each. Three lectures. Three hours credit.

### **TER 1411—Soldering Techniques.**

This entry level course covers a broad range of soldering techniques, from a basic understanding of the soldering process, through the soldering of terminals, axiallead components. Two hours laboratory. One hour credit.

### **TER 2214—Microprocessor Troubleshooting (Prerequisite TER 2324).**

This course covers different devices used in Microprocessor Troubleshooting, such as: signature analyzer, static control, disk drive alignment, etc. Three lectures. Two hours laboratory. Four hours credit.

### **TER 2314—Electronic Devices. (Prerequisite: TER 1214).**

A course designed to introduce the student to active devices to include semiconductor fundamentals, PN junction diodes, bi-polar transistors, bi-polar transistor circuits, uni-polar devices and an introduction to integration principles. Three lectures. Two hours laboratory. Four hours credit.

### **TER 2324—Microprocessor Fundamentals (Prerequisite: TER 1224).**

A study of advanced digital principles with emphasis upon microprocessor systems architecture, programming, timing, interfacing, and other software and hardware applications. Three lectures. Two hours laboratory. Four hours credit.

### **TER 2354—Microprocessor Controls (Prerequisite TER 2314 & 2324).**

This course covers the actual interface of such devices as the dot matrix printer, plotter, stepper motor, DC motor, etc. Three lectures. Two hours laboratory. Four hours credit.

### **TER 2334—Audio and Video Principles.**

A course designed to introduce students to circuit operations, troubleshooting and repair of audio and video systems used in industrial, communication. Three lectures. Two hours laboratory. Four hours credit.

**TER 2414—Programmable Electronic Controllers (Prerequisite: TER 2324).**

A course designed to provide classroom and laboratory studies in programmable controllers. Three lectures. Two hours laboratory. Four hours credit.

**TER 2514—Input-Output Interfacing (Prerequisite: TER 2314 & TER 2324).**

This course introduces several interface concepts that are used to adapt peripheral devices to a microprocessor. Three lectures. Two hours laboratory. Four hours credit.

**TER 2624—Data Communications.**

A study of the most frequently used systems of electronic communication including the theory of operation and service. Three lectures. Two hours laboratory. Four hours credit.

## **FASHION MERCHANDISING**

**TFM 1111—Marketing Seminar I.**

Activities of this course are designed to include tours of local businesses and professional development. Two hours laboratory. One hour credit.

**TFM 1113—Fashion and Clothing Selection.**

The student will examine factors which influence wardrobe planning and design, involving application of art principles to clothing selection. Three lectures. Three hours credit.

**TFM 1121—Marketing Seminar II.**

Activities in this course are designed to include trade shows locally and at regional markets. A detailed study of one area of marketing education will be conducted. Two hours laboratory. One hour credit.

**TFM 1323—Fashion Merchandising.**

The student will examine and understand the concepts of the fashion industry and its relationship to retail merchandising. Three lectures. Three hours credit.

**TFM 2113—Fashion and Household Fabrics.**

The student will examine fibers, yarns, fabric construction, finishes, and design as applied to the selection of clothing and household fabrics. Three lectures. Three hours credit.

**TFM 2131—Marketing Seminar III.**

Activities of this course are designed to include the coordination of a fashion show and a detailed study of one area of marketing education. Two hours laboratory. One hour credit.

### **TFM 2141—Marketing Seminar IV.**

Activities of this course are designed to include a detailed study of a broad spectrum of fashion and marketing topics. Two hours laboratory. One hour credit.

### **TFM 2313—Fashion Buying and Coordination.**

Study of the functions of a buyer and fashion coordinator within the retail operation, includes logical sequences for activities and information necessary for buying and development of skills necessary for the presentation of fashion. Explores the fundamentals of merchandise planning systems. Three lectures. Three hours credit.

### **TFM 2423—Fashion Promotion and Display.**

Emphasizes principles and application of retail sales promotions with emphasis on display, advertising, publicity, fashion shows, and other special events. One lecture. Four hours laboratory. Three hours credit.

## **FOREST TECHNOLOGY**

### **TFT 1113—Forest Surveying.**

A general surveying course designed to give the student a fundamental knowledge of land surveying. Fundamentals of measurements, traverse computation, and public land surveys directed toward forestry needs are covered. Two lectures. Two hours laboratory. Four hours credit.

### **TFT 1214—Forest Measurements.**

A classroom and field study of the basic principles and skills required for timber measurements. Direct and indirect systems of measurement and volume computation, forest type mapping, and graphic reporting are studied and practiced including an examination of current techniques of forest and timber inventory, stratification of volume tables and their use. Required are formal cruise reports, preparation of a cruise map, and the application of basic statistical knowledge to timber measurements. Three lectures. Two hours laboratory. Four hours credit.

### **TFT 1213—Dendrology.**

An elementary study of trees; the habitats and principle botanical features, forms, functions, and ecological relationships. The major commercially important forest trees of the region are examined in class and through extensive field and laboratory studies. Scientific classification of plants and identification of local flora are emphasized. Two lectures. Two hours laboratory. Three hours credit.

### **TFT 1223—Forest Biology.**

Study will include the forest as an aggregate of plant and animal life subsisting within a biotic and abiotic environment. Student will be able to recognize, diagnose, and analyze different biotic facets exhibited. Two lectures. Two hours laboratory. Three hours credit.

**TFT 2514—Silviculture.** A study of the science of silviculture, including the principles of tree growth, the development of a forest stand, and the management of a forest stand. Four hours lecture, four hours laboratory. Three hours credit.

### **Forest Products Utilization.**

**TFT 2123—Forest Products Utilization.** A study of the various products obtained from wood, including paper, pulp, fiber, and wood products. The industry and its products are emphasized. Three hours credit.

Three hours credit.

### **Timber Harvesting.**

**TFT 2414—Timber Harvesting.** A study of the methods of harvesting timber. The various methods of cutting, loading, and moving timber are emphasized. Three hours lecture, two hours laboratory. Four hours laboratory. Four hours credit.

Four hours credit.

### **Internship for Specialization.**

**TFT 2137—Internship for Specialization.** An opportunity for introduction to the various fields of forest technology. The student is placed with a forest industry or organization for a period of one to two years. This occupational experience gives the student the opportunity to practice and observe the application of the forestry principles learned, to comprehend the practicalities of working and to obtain specialized training for a particular field in the forest industry. The forest technology faculty and the employer are in contact with the student and the employer. Regular reports are submitted to the student and the employer. Regular meetings are held to add depth to the experience. Eighteen hours lecture, twenty hours laboratory. Seven hours credit.

### **Internship for Specialization.**

A continuation of TFT 2137. Twenty two hours laboratory. Eight hours credit.

## **DRAFTING AND DESIGN**

### **TGR 1114—Fundamentals of Drafting.**

A study of the basic common to all drafting and introduction to Computer Aided Drafting (CAD). Emphasis is placed on proper techniques of drafting and presentation. Two lectures. Four hours laboratory. Four hours credit.

### **TCR 2123—Descriptive Geometry.**

A study of the principles of descriptive geometry designed to develop the ability to visualize objects in space, to relate them to each other, and to represent them in drawing. Four hours laboratory. Three hours credit.

### **TCR 2137—Machine Drafting.**

A study of the principles and practices in presenting screws, bolts, rivets, and other parts. The student is introduced to the symbols for welding, materials, finish

and heat treatment notation, working order preparation, routing, and other drafting room procedures. Two lectures. Six hours laboratory. Five hours credit.

### **TGR 3113—Fundamentals of Computer-Aided-Drafting (CAD).**

Theory and problems designed to develop the ability to manipulate a computer aided drafting system (CAD) in designing and producing technical drawings equal and superior to traditional drafting techniques and drawings. Two lectures. Two hours laboratory. Three hours credit.

### **TGR 3145—Electrical-Piping-Sheet Metal Drafting.**

An advanced course in drafting in which techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references are an integral part of this phase of drafting. Two lectures. Six hours laboratory. Five hours credit.

### **TGR 3155—Architectural Drafting.**

Presentation and application of architectural drafting room standards. Two lectures. Six hours laboratory. Five hours credit.

### **TGR 4123—Applied Computer-Aided-Drafting (CAD).**

Advanced techniques and concepts applied to assigned CAD projects involving mechanical and architectural design and TOPO drafting. One lecture. Four hours laboratory. Three hours credit.

### **TGR 4165—Structural Drafting.**

Structural section, terms and conventional abbreviations, and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of A.I.S.C. Handbook, the tables of squares and logarithms, and trigonometric functions. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two lectures. Six hours laboratory. Five hours credit.

### **TGR 4174—Map and Topographic Drawing.**

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. One lecture. Six hours laboratory. Four hours credit.

## **INSTRUMENTATION**

### **TIC 1114—Control Systems I (Prerequisite: TER 1214).**

This is an introductory course to familiarize the student with different components and calibration techniques. Three lectures. Two hours laboratory. Four hours credit.

### **TIC 1124—Control Systems II (Prerequisite: TIC 1114).**

Introduction to basic instrumentation, constant level, constant flow, constant temperature, and constant pressure. Emphasis is placed on development of the control circuits and troubleshooting. Three lectures. Two hours laboratory. Four hours credit.

### **TIC 2134—Control Systems III (Taken same semester as TIC 1124).**

For a given, simple process; selection of appropriate instrumentation; preparation of instrumentation diagram; cascade and ratio control; feed-forward control; loop troubleshooting. Three lectures. Two hours laboratory. Four hours credit.

## **CLIMATE CONTROL**

### **TIM 2124—Heating & Cooling Systems I.**

This course is designed to develop an understanding of heating and cooling systems and their characteristics. This course also develops an understanding and application of smaller heating and cooling units. The intent of this course is to present the basics of such systems and factors affecting the efficient operation of them. Three lectures. Two hours laboratory. Four hours credit.

### **TIM 2154—Heating and Cooling Systems II (Prerequisite: TIM 2124).**

This course is designed to develop an understanding of large industrial application of heating and cooling units. Emphasis is placed on efficiency, troubleshooting, and preventive maintenance of large HVAC units. Three lectures. Two hours laboratory. Three hours credit.

### **TIM 2224—Pneumatics/Hydraulics.**

This course introduces the students to basic pneumatic and hydraulic principles, control devices, valves, pumps, motors, and circuit diagrams. Emphasis is placed on development of hydraulic and pneumatic control circuits and troubleshooting. Three lectures. Two hours laboratory. Four hours credit.

## **MATHEMATICS**

### **TMA 1103—Developmental Math I.**

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic, fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer)

## **PHYSICS**

### **TPH 3123—Physics I (Mechanics, Heat, and Sound).**

Fundamental laws of mechanics, heat and sound with technical applications. Two lectures. Two hours laboratory. Three hours credit.

## ROBOTICS

### **TRO 1114—Robotics I.**

This course is designed to introduce the student to industrial robots. Topics to be covered include industrial robot configurations, sub-systems, operation, auxiliary functions, programming and machine adjustments. Three lectures. Two hours laboratory. Four hours credit.

### **TRO 2234—Electro-Servo Systems.**

This course is designed to teach servo components servo valves, velocity servos, positional servos, force, pressure, and torque servor amplifiers, programmers, and servo analysis. Emphasis is placed on servo trim and maintenance, and the applications of servo systems. Three lectures. Two hours laboratory. Four hours credit.



# VOCATIONAL COURSE DESCRIPTIONS

The following course descriptions indicate the number of lecture and laboratory periods the course meets per week. Credit is awarded in terms of semester hours. The credit will apply toward vocational certificates. It is not designed to transfer in an academic major.

## AUTOMOTIVE BODY REPAIR

### VAB 1513—Automotive Body Repair I.

This course explores the different types of body construction, tools and materials used, parts manuals, damage and cost estimating, repair and refinishing procedures, and shop safety. Five lectures. Sixteen hours lab. Thirteen hours credit.

### VAB 1614—Automotive Body Repair II (Prerequisite: VAB 1513).

This course is designed as a continuation of VAB 1513 and will give a detailed look into body construction, materials estimating, repair & refinishing procedures and techniques. Five lectures. Eighteen hours lab. Fourteen hours credit.

### VAB 2516—Automotive Body Repair III (Prerequisite: VAB 1614).

This course teaches frame and unibody structural repair and also places emphasis on refinishing products and systems. Five lectures. Twenty-two hours lab. Sixteen hours credit.

### VAB 2613—Automotive Body Repair IV (Prerequisite: VAB 2516).

This course is designed to teach students to cope with actual job situations in working with customers, ordering parts & materials, and setting up work schedules. Three lectures. Twenty hours lab. Thirteen hours credit.

### VMB 1122—Math for Automotive Body Repair.

This course involves the learning of the fundamentals of arithmetic. It will include the adding, subtracting, multiplying, dividing of whole numbers, decimals, and fractions as it relates to automotive body repair. Two lectures. Two hours credit.

### VMB 1222—Math for Automotive Body Repair.

This course is a continuation of VMB 1122. Two lectures. Two hours credit.

### VRB 1132—Reading for Automotive Body Repair.

This course will teach understanding, comprehension, and vocabulary. Also the student will learn to find and use technical information as it relates to automotive body repair. Two lectures. Two hours credit.

## **HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS**

### **VAC 1512—Introduction to Refrigeration and Air Conditioning.**

This course is intended to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on safety, hand tools, heat and cold temperature measurement, pressures, vacuum, wiring diagrams, and the basic refrigeration cycle. Five lectures. Fourteen hours lab. Twelve hours credit.

### **VAC 1614—Refrigeration and Air Conditioning II.**

This course covers basic domestic refrigeration and air conditioning systems. Emphasis is placed on electrical circuits, refrigeration systems, and components other than the basic system. Five lectures. Eighteen hours lab. Fourteen hours credit.

### **VAC 2516—Refrigeration and Air Conditioning III.**

This course covers commercial refrigeration systems. Theory and practical work to introduce the students to systems, troubleshooting, and repair of commercial units used in industry. Five lectures. Twenty-two hours lab. Sixteen hours credit.

### **VAC 2614—Refrigeration and Air Conditioning IV.**

This course is designed to teach theory and practical work to introduce students to heating and cooling systems used in industry. Additional studies in systems design & heat load calculation and special systems. Three lectures. Twenty-two hours lab. Fourteen hours credit.

### **VMR 1113—Math for Refrigeration and Air Conditioning.**

This course provides the student with practical and realistic mathematical problems which are encountered by heating and cooling technicians. Three lectures. Three hours credit.

### **VMR 1212—Math for Refrigeration and Air Conditioning.**

A continuation of VMA 1113. Two lectures. Two hours credit.

### **VRR 1123—Reading for Refrigeration and Air Conditioning.**

This course will teach understanding, comprehension, and vocabulary. Also, the student will learn to find and use technical information as it relates to refrigeration and air conditioning. Three lectures. Three hours credit.

### **VRR 1222—Reading for Refrigeration and Air Conditioning.**

A continuation of VRR 1123. Two lectures. Two hours credit.

## **AUTOMOTIVE MECHANICS**

### **Automotive Mechanics I.**

**VAM 1513—Automotive Mechanics I.**  
A study of the basic engine fundamentals with an emphasis on automotive electricity and electronics. The course includes theory and shop orientation in the following areas: shop safety practices, tool identification and usage, engines and principles, basic fuel, lubrication, cooling systems, tune up, and electrical systems. Six lectures. Fourteen hours lab. Thirteen hours credit.

### **Automotive Mechanics II.**

**VAM 1617—Automotive Mechanics II.**  
A study of the advanced engine principles, automotive electronics, automotive emissions control systems, and advanced fuel injection on automobiles of today. Eight lectures. Eighteen hours lab. Seventeen hours credit.

### **Automotive Mechanics III.**

This course is designed to give students theory and practical work in the automotive field. The course covers automatic transmissions, suspension systems, front and rear end alignment, and brakes. Six lectures. Twenty-two hours lab. Seventeen hours credit.

### **Automotive Mechanics IV.**

This course is designed to give students theory and practical work in the automotive field. This course covers manual transmissions, trans axles, drive lines, differential, and air conditioning. Four lectures. Twenty-two hours lab. Fifteen hours credit.

### **Math for Mechanics.**

This course involves the learning of the fundamentals of arithmetic. It will include the adding, subtracting, multiplying, dividing of whole numbers, decimals, fractions, and the use of precision measurement instruments as it relates to automotive mechanics. Three lectures. Three hours credit.

### **Reading for Mechanics.**

This course will teach understanding, comprehension, and vocabulary. Also, the student will learn to find and use technical information as it relates to automotive mechanics. Three lectures. Three hours credit.

## **COMPUTER/COMMUNICATION ELECTRONICS**

### **Physics for Electronics.**

The basic physical quantities for electronics are covered from the viewpoint of creation wherein a person can see in the structure of nature the handiwork of God. The basic principles of order, symmetry, and balance found within the creation are presented. Two lectures. Two hours credit.

### **VCE 1142—Systems and Block Diagrams.**

The electronics equipment of today requires that the technician be well versed in the fundamental building blocks of circuitry including the interconnection into system. The student is required to learn the typical block diagrams for a variety of electronic devices. This course is prerequisite to all electronic courses. Two lectures. Two hours credit.

### **VCE 1152—Schematic Reading and Troubleshooting Practices.**

The student learns the basic symbols and schematic layouts used in electronic equipment. Troubleshooting practices are presented. The circuits are related to the block diagram concept of servicing. This course is prerequisite to all electronic courses. Two lectures. Two hours credit.

### **VCE 1161—Microcomputer Operations.**

This course covers the operation, operational procedures, and program applications as they apply to microcomputers. The student learns to operate at the basic DOS level as well as a word processing application. Programming is discussed and simple programs written. Two hours lab. One hour credit.

### **VCE 1173—Handtools and Soldering Techniques.**

Use of handtools and soldering techniques in equipment disassembly and repair is the subject of this course. The student uses tools and soldering aids in circuit board repair and component replacement. Basic electronic test equipment operation is covered. One lecture. Four hours lab. Three hours credit.

### **VCE 1233—Drawing for Electronics I.**

This course introduces the student to electronic drawing by using templates, drawing instruments, scales, and other types of equipment. The student draws various types of drawings such as block diagrams, schematics, pictorial, wiring, etc. One lecture. Four hours lab. Three hours credit.

### **VCE 1242—Semiconductor Devices.**

The theory of semiconductor devices and their circuit arrangements are the subject of this course. Their characteristics and testing are emphasized with the aim of learning to test each one for proper operation. Appropriate test equipment is introduced. Power supply theory and testing is presented. One lecture. Two hours lab. Two hours credit.

### **VCE 1254—Basic Electricity.**

This course presents DC and AC fundamentals. The characteristics and testing of basic components such as resistance, capacitance, and inductance singularly and in combination is the emphasis for this course. Appropriate test equipment and testing procedures are presented. One lecture. Six hours lab. Four hours credit.

### **VCE 1263—Digital Electronics.**

Digital principles such as gating, counting, registers, D/A & A/D conversion are presented in this course. Trainers are used so that the student breadboards circuits and tests their characteristics. Two lectures. Two hours lab. Three hours credit.

### **VCE 2113—Drawing for Electronics II.**

The student continues acquiring drawing skills by drawing PC board layouts for IC's and logic circuits. The procedure for developing a circuit board is carried through to fabrication. One lecture. Four hours lab. Three hours credit.

### **VCE 2124—Semiconductor Circuits (Prerequisite: VCE 1242).**

Devices are developed into amplifiers, oscillators, and other circuits. The student further develops circuits using integrated circuits, opto devices, operation amplifiers, and other devices. Testing and troubleshooting are emphasized. Two lectures. Four hours lab. Four hours credit.

### **VCE 2132—Advanced Digital Electronics (Prerequisite: VCE 1262).**

This course is a continuation of the theory and skills developed in VCE 1263 by advancing to the usage of gates, counters, etc. by developing them into working circuits. Testing of these advanced projects by introducing troubles into them furthers the student's troubleshooting techniques. One lecture. Two hours lab. Two hours credit.

### **VCE 2143—Communication Electronics.**

Communication principles such as the various forms of modulation are the focus of this course. Communication trainers are used to develop an understanding of these principles. Basic modulation and systems are presented up to and through the television system. Two lectures. Two hours lab. Three hours credit.

### **VCE 2152—Advanced Systems and Block Diagrams.**

This course is a continuation of VCE 1142 by repeating the basics and adding to them the design of block diagrams from a written description of a process. Two lectures. Two hours credit.

### **VCE 2162—Advanced Schematics and Troubleshooting Practices.**

This course is a continuation of VCE 1152 by repeating the basics and adding to them the development of block diagrams from schematics. Troubleshooting charts are then developed from the block diagrams. Two lectures. Two hours credit.

### **VCE 2175—Equipment Repair.**

This course is designed to introduce the student to the actual repair of equipment in one of three fields: home entertainment, two-way radio, and computer related. Testing procedures are demonstrated and discussed using the previously acquired knowledge and skills. Actual equipment is used for all the demonstrations. The student is co-oped to a participating shop for six hours of work during the week. Three lectures. Six hours lab. Five hours credit.

### **VCE 2211—Employability Skills.**

The student is given insights into employer/employee relationships that are a strengthening of the skills learned in previous courses. A resume is developed for use in obtaining employment upon graduation. One lecture. One hour credit.

### **VCE 2222—Computer Aided Drawing.**

The principles of electronic drawing are expanded by the use of a computer and CAD system. PC boards layouts and electronic circuits are drawn using this equipment. Four hours lab. Two hours credit.

### **VCE 2233—Advanced Communication Electronics.**

Communication circuitry is the topic for this course. The circuits necessary to perform the communications task are discussed in detail. Trainers are again used for clarification of the principles presented in the classes. Testing and troubleshooting are emphasized. One lecture. Four hours lab. Three hours credit.

### **VCE 2243—Computer Electronics.**

Microprocessor theory and application are the focus for this course. The digital principles previously learned are applied to the microprocessor. Troubleshooting and interfacing are expanded by the use of appropriate test equipment and trainers. One hour lecture. Four hours lab. Three hours credit.

### **VCE 2255—Advanced Equipment Repair.**

This course is a continuation of the VCE 2175. The student is given more time to develop the testing and troubleshooting skills necessary for employment in the electronic servicing field. The student majors on one of the three fields presented in VCE 2175. Seven hours lab. Six hours co-op. Five hours credit.

### **VME 1113—Math for Electronics.**

The student is carried through basic math principles such as addition, subtraction, multiplication, division, fractions, decimals, equations, algebraic expressions, graphing, and linear equations. This course is a prerequisite for VCE 1213 and VCE 1254. Three lectures. Three hours credit.

### **VME 1213—Advanced Math for Electronics.**

This course further develops the principles of algebra and expands to trigonometry. Digital and computer mathematics are presented. Numbering systems such as binary and hexadecimal are taught. Three lectures. Three hours credit.

### **VRE 1123—Communication Skills.**

This course stresses reading and vocabulary usage for communication skills in electronics. Advanced students will be required to read articles and summarize them in written form. Three lectures. Three hours credit.

### **VRE 1223—Advanced Communication Skills.**

This course is a continuation of VCE 1123. Three lectures. Three hours credit.

## **COSMETOLOGY**

### **VCO 1116—Cosmetology Theory I.**

This course is the introduction to the basics of cosmetology. The instructional unit includes the following; safety and first aid, hygiene and good grooming, visual poise, personality development, professional ethics, bacteriology, sterilization, sanitation, state laws, and salon management. The course also includes hair composition, disorders of the scalp and hair, shampooing, scalp and hair care, hair shaping and styling. Six lectures. Six hours credit.

### **VCO 1515—Cosmetology Practical I.**

This course is designed to instruct the student in basic fundamental experiences in beginning cosmetology. Practical experiences will include the basics in shampooing, scalp and hair treatment, manicuring, hair shaping, and styling. Thirty hours lab. Fifteen hours credit.

### **VCO 1126—Cosmetology Theory II.**

This course will include lectures in the following subjects: nail composition, disorders of the nail, anatomy, skin, disorders of the skin, manicuring, permanent waving, hair coloring, facial treatment, and make-up. Six lectures. Six hours credit.

### **VCO 1615—Cosmetology Practical II.**

This course is a continuation of VCO 1515 with the additional practical experiences in permanent waving, hair coloring, facial treatment, massage, and make-up. Thirty hours lab. Fifteen hours credit.

### **VCO 1318—Cosmetology Theory III.**

This course will include lectures in the following subjects: chemistry, wig styling, chemical hair relaxing, thermal straightening and thermal waving. Eight lectures. Eight hours credit.

### **VCO 1715—Cosmetology Practical III.**

This is a continuation of the first and second semesters. Thirty hours lab. Fifteen hours credit.

### **VMC 1131—Cosmetology Math.**

This course is a comprehensive study of mathematic skills related in the field of cosmetology. One lecture. One hour credit.

### **VRC 1141—Cosmetology Reading.**

This course will teach comprehension and vocabulary. The student will learn to find and use technical information as it relates to cosmetology. One lecture. One hour credit.

## **EMPLOYABILITY SKILLS**

### **VES 2222—Employability Skills.**

This course stresses the correct procedures in filling out job application forms, proper conduct, dress, and mannerism in personal interviews. It also stresses work habits and attitudes consistent with good employee management relationships. Two lectures. Two hours credit.

## **MACHINE TOOL OPERATION/MACHINE SHOP**

### **VMD 1122—Machine Shop Drawing.**

This course is designed to provide fundamental knowledge of the principles of drawing. It covers such topics as lettering, geometric construction, sketching, pictorial drawing, section and scale drawings. One lecture. Two hours lab. Two hours credit.

### **VMM 1113—Math for Machine Shop.**

A basic unit of instruction for machine trade occupations. problem solving of whole numbers, fractions, decimals, percentages, averages, ratio, and proportion trade formulas in applied geometry and trigonometry. Three lectures. Three hours credit.

### **VMM 1213—Math for Machine Shop.**

This course is a continuation of VMS 1113 emphasizing the use of trade formulas and trigonometry in the shop. Three lectures. Three hours credit.

### **VMP 1223—Blueprint Reading.**

This course is designed to develop ability to read typical shop drawings and blueprints for required dimensions, shapes, descriptions, and machine operations. Three lectures. Three hours credit.

### **VMS 1511—Machine Methods I.**

A basic unit of instruction for the machine shop. This course is an introduction to general shop practices, personal safety and safety precautions involving all equipment used in the machine shop. Emphasis will be placed on bench work, layout and measurement, engine lathe, drilling machine, sawing machines, bench grinders, and metallurgy. Three lectures. Sixteen hours lab. Eleven hours credit.

### **VMS 1611—Machine Methods II.**

A basic unit of instruction for the machine shop which is a continuation of VMS 1511. Emphasis will be placed on safety and use of the engine lathe, vertical mill, horizontal mill, grinding machines, indexing and rotary tables. Three lectures. Sixteen hours lab. Eleven hours credit.

### **VMS 2113—Introduction to Numerical Control.**

A study of the development and economics of N/C machines, tool design and tool setting. Preparation of N/C tapes and programs will be stressed. Three lectures. Three hours credit.

### **VMS 2510—Machine Methods III.**

A basic unit of study for the machine shop which is a continuation of VMS 1611. A study and application of precision grinding, precision layout, advanced machining, engine lathe, CNC and N/C machine operations. Three lectures. Fourteen hours lab. Ten hours credit.

### **VMS 2611—Machine Methods IV.**

A basic unit of study for the machine shop which is a continuation of VMS 2510. Emphasis will be placed on tool and cutter grinding, CNC machining, engine lathe, development and completion of final project approved by instructor. Three lectures. Sixteen hours lab. Eleven hours credit.

## **TRUCK DRIVER TRAINING (Goodman Campus)**

### **VTD 1510—Truck Driver Training.**

An instructional program that prepares individuals to drive commercial over the road trucks and/or tractors. The student will also learn D.O.T. regulations; how to log trips in a log book; solve problems of routing using a road atlas; how to operate driving equipment in accordance with the laws and ordinances of national, state, and local agencies; and how to perform preventive maintenance on the equipment. This program consists of 40 hours of training per week for eight weeks for a total of 320 clock hours. Ten semester hours of credit.

## WELDING

### VMW 1113—Math for Welders.

This course offers basic skills in math that are required of welders to measure and layout parts to be cut and welded together to form an end product. It includes addition, subtraction, division, and multiplication of whole numbers and fractions. Three lectures. Three hours credit.

### VRW 1123—Reading for Welders.

This course should enable the student to obtain the reading skills to read and understand technical materials and tests as related to welding. Three lectures. Three hours credit.

### VWE 1511—Welding I.

This course covers the basic fundamentals in: oxy-acetylene welding and cutting, shielded metal arc welding, and gas metal arc welding. It stresses correct use of all equipment and machines. It stresses flame and volt-amp adjustments. A thorough study is made of welding wire and electrodes, their specifications, and recommended use. It relates heats for different thicknesses of metal, sizes of electrodes, and positions of welds. Types of joints and their preparation are covered. All aspects of safety are covered. This includes proper handling and use of gas cylinders and gasses, welding machines, and personal protective clothing and equipment. Three lectures. Sixteen hours lab. Eleven hours credit.

### VWE 1612—Welding II (Prerequisite: VWE 1511).

This course is a continuation of VWE 1511 and stresses practice in shielded metal arc welding and gas metal arc welding. Special emphasis is placed on groove type joints on both plate and pipe in all positions. It includes fundamentals and practice welding with tungsten inert gas. Special emphasis is put on machine settings, sizes and types of electrodes, and types and mixes of shielding gases. Also special emphasis is put on the welding of stainless steel, aluminum, and other non-Ferrous metals. Cost, efficiency, and quality of welds are stressed. Two lectures. Twenty hours lab. Twelve hours credit.

### VWP 1232—Blueprint Reading for Welders.

This course consists of drawings, line views in relation to each other, hidden surfaces, isometric drawings, and symbols in relation to welding. Two lectures. Two hours credit.



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